City of Capitola Agenda

Mayor: Yvette Brooks

Vice Mayor: Sam Storey

Council Members: Jacques Bertrand

Margaux Keiser

Kristen Petersen



CAPITOLA CITY COUNCIL REGULAR MEETING

THURSDAY, MARCH 11, 2021

7 PM

CLOSED SESSION – 6 PM

An announcement regarding the items to be discussed in Closed Session will be made in the City Hall Council Chambers prior to the Closed Session. Members of the public may, at this time, address the City Council on closed session items only. There will be a report of any final decisions in City Council Chambers during the Open Session Meeting.

CONFERENCE WITH LABOR NEGOTIATORS

(Gov' t Code § 54957.6)

Negotiators: Algeria Ford, Larry Laurent

Employee Organizations: (1) Association of Capitola Employees; (2) Police Captains; 3) Mid-Management Group; (4) Department Heads; (5) Confidential Employees; (6) Capitola Police Officers Association; (7) City Manager

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Gov't Code § 54956.9(d)(4). (One potential case)

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

All correspondences received prior to 5:00 p.m. on the Wednesday preceding a Council Meeting will be distributed to Councilmembers to review prior to the meeting. Information submitted after 5 p.m. on that Wednesday may not have time to reach Councilmembers, nor be read by them prior to consideration of an item.

All matters listed on the Regular Meeting of the Capitola City Council Agenda shall be considered as Public Hearings.

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA March 11, 2021

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Council Members Kristen Petersen, Jacques Bertrand, Margaux Keiser, Sam Storey, and Mayor Yvette Brooks

2. PRESENTATIONS

Presentations are limited to eight minutes.

A. Proclaim March 2021 American Red Cross Month

3. REPORT ON CLOSED SESSION

4. ADDITIONAL MATERIALS

Additional information submitted to the City after distribution of the agenda packet.

5. ADDITIONS AND DELETIONS TO AGENDA

6. PUBLIC COMMENTS

Please review the Notice of Remote Access for instructions.

7. CITY COUNCIL / STAFF COMMENTS

City Council Members/Staff may comment on matters of a general nature or identify issues for staff response or future council consideration. No individual shall speak for more than two minutes.

8. CONSENT CALENDAR

All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Council votes on the action unless members of the City Council request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.

Note that all Ordinances which appear on the public agenda shall be determined to have been read by title and further reading waived.

- A. Consider the February 25, 2021, City Council Regular Meeting Minutes <u>RECOMMENDED ACTION</u>: Approve minutes.
- B. Approval of City Check Registers Dated February 5, February 12, February 19 and February 26, 2021
 RECOMMENDED ACTION: Approve check registers.
- C. Approve Contract with Carolyn Flynn for Professional Services Related to Affordable Housing Programs <u>RECOMMENDED ACTION</u>: Approve an amendment to the existing sole source contract (\$24,940) with Carolyn Flynn for an additional \$10,150 not to exceed \$35,090 for Fiscal Year 2020-2021 for assistance with affordable housing programs.
- D. Receive Update on Pandemic Response <u>RECOMMENDED ACTION</u>: 1) Approve the proposed resolution ratifying Emergency Order 1-2021, rescinding Emergency Orders 1-2020 and 2-2020, and 2) make the

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA March 11, 2021

determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

All items listed in "General Government" are intended to provide an opportunity for public discussion of each item listed. The following procedure pertains to each General Government item: 1) Staff explanation; 2) Council questions; 3) Public comment; 4) Council deliberation; 5) Decision.

- A. Recreation Report and Update on Summer 2021 Programs <u>RECOMMENDED ACTION:</u> Receive report regarding recent Recreation Division activity and planned summer programs, including the new proposed Capitola Family Camp.
- B. Fiscal Year 2020-21 Mid-Year Budget Update <u>RECOMMENDED ACTION</u>: Receive Fiscal Year 2020-21 Mid-Year Budget Update and adopt the proposed resolution amending the Fiscal Year 2020-21 Budget.

10. ADJOURNMENT

NOTICE OF REMOTE ACCESS

In accordance with the current Santa Cruz County Health Order outlining social distancing requirements and Executive Order N-29-20 from the Executive Department of the State of California, the City Council meeting is not physically open to the public and in person attendance cannot be accommodated.

To watch:

- Online http://capitolaca.igm2.com/Citizens/Default.aspx
- Spectrum Cable Television channel 8

To join Zoom:

- Join the Zoom Meeting with the following link: https://us02web.zoom.us/j/84270087098?pwd=bm/veEpuWDg3L3lpVElyelFTbDh3dz09
- If prompted for a passcode, enter **649133**
- **-OR-** With a landline or mobile phone, call one of the following numbers:
 - o 1 669 900 6833
 - 1 408 638 0968
 - 1 346 248 7799
- Enter the meeting ID number: **842 7008 7098**
- When prompted for a Participant ID, press #

To submit public comment:

When submitting public comment, one comment (via phone **or** email, not both), per person, per item is allowed. If you send more than one email about the same item, the last received will be read.

- 1. Zoom Meeting (Via Computer or Phone) Link:
 - A. IF USING COMPUTER:
 - § Use participant option to "raise hand" during the public comment period for the item you wish to speak on. Once unmuted, you will have up to 3 minutes to speak
 - A. IF CALLED IN OVER THE PHONE:

CAPITOLA CITY COUNCIL REGULAR MEETING AGENDA March 11, 2021

§ Press *9 on your phone to "raise your hand" when the mayor calls for public comment. Once unmuted, you will have up to 3 minutes to speak

1. Send Email:

- A. During the meeting, send comments via email to publiccomment@ci.capitola.ca.us
 - § Emailed comments on items will be accepted after the start of the meeting until the Mayor announces that public comment for that item is closed.
 - § Emailed comments should be a maximum of 450 words, which corresponds to approximately 3 minutes of speaking time.
 - § Each emailed comment will be read aloud for up to three minutes and/or displayed on a screen.
 - § Emails received by <u>publiccomment@ci.capitola.ca.us</u> outside of the comment period outlined above will not be included in the record.

Note: Any person seeking to challenge a City Council decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the City Council, shall be required to commence that court action within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes "final." Please be advised that in most instances the decision become "final" upon the City Council's announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the City Council decision in court.

Notice regarding City Council: The City Council meets on the 2nd and 4th Thursday of each month at 7:00 p.m. (or in no event earlier than 6:00 p.m.), in the City Hall Council Chambers located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The City Council Agenda and the complete Agenda Packet are available for review on the City's website: www.cityofcapitola.org and at Capitola City Hall prior to the meeting. Agendas are also available at the Capitola Post Office located at 826 Bay Avenue, Capitola. Need more information? Contact the City Clerk's office at 831-475-7300.

Agenda Materials Distributed after Distribution of the Agenda Packet: Pursuant to Government Code §54957.5, materials related to an agenda item submitted after distribution of the agenda packet are available for public inspection at the Reception Office at City Hall, 420 Capitola Avenue, Capitola, California, during normal business hours.

Americans with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24 hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

Televised Meetings: City Council meetings are cablecast "Live" on Charter Communications Cable TV Channel 8 and are recorded to be rebroadcasted at 8:00 a.m. on the Wednesday following the meetings and at 1:00 p.m. on Saturday following the first rebroadcast on Community Television of Santa Cruz County (Charter Channel 71 and Comcast Channel 25). Meetings are streamed "Live" on the City's website at www.cityofcapitola.org by clicking on the Home Page link "**Meeting Agendas/Videos**." Archived meetings can be viewed from the website at any time.



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 11, 2021

FROM: City Manager Department

SUBJECT: Proclaim March 2021 American Red Cross Month

3/5/2021

ATTACHMENTS:

1. Red Cross Month- March 2021

Report Prepared By: Chloe Woodmansee

City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

Packet Pg. 5

City of Capitola Mayor's Proclamation

Designating March 2021 as American Red Cross Month

WHEREAS, each year in March, jurisdictions across the country recognize the American Red Cross for its humanitarian efforts during life's emergencies, whether in Capitola, across the United States, or around the world. Their dedication touches millions of lives each year as they carry out the organization's 140-year mission of preventing and alleviating suffering; and

WHEREAS, in 2020, local volunteers responded during the coronavirus pandemic and record-breaking disasters across the country to help those in need and donate blood when our country faced a severe blood shortage; and

WHEREAS, the Red Cross helped Santa Cruz families that were affected by the 2020 CZU August Complex Fire by supporting a mobile recovery center in Boulder Creek and providing needed supplies and resources, and Red Cross volunteers also helped 18 households affected by home fires in Santa Cruz County by addressing their urgent needs such as food, lodging, and recovery support; and

WHEREAS, Santa Cruz County families further relied on Central Coast Chapter volunteers for comfort and hope while coping with wildfires and floods. The Red Cross mobilized 100 disaster responders to assist and support more than 15,000 people who were evacuated in the Central Coast due to dangerously wet and windy storms. In the days following the evacuation orders, the Red Cross and their partners provided more than 1,200 total overnight stays in hotel accommodations for those who were displaced, provided 2,655 meals and snacks to those forced to evacuate their homes, and made more than 167 individual care contacts to support the mental health needs of those affected.

WHEREAS, the Central Coast Chapter volunteers (253 from Santa Cruz) supported local families in other ways. Last year, the Red Cross made 10 homes safer in Santa Cruz County by installing 20 smoke alarms; over 1,350 county residents enrolled in health and safety training classes; and over 3,500 blood donations were made. Lastly, services were provided to 88 members of the armed forces; and

WHEREAS, every day, people in our community depend on the American Red Cross and its volunteers, donors, and community partners. Their lifesaving work is vital to strengthening our community's resilience. We recognize the volunteer heroes in Capitola and all those who support their work to prevent and alleviate human suffering in the face of emergencies. Now, nearly 200 years since the birth of American Red Cross founder Clara Barton, we dedicate this month of March to all those who continue to advance her noble legacy. We ask others to join in their commitment to care for people in need and support the organization's humanitarian mission; and

NOW, THEREFORE, I, Yvette Brooks, Mayor of Capitola, do hereby proclaim March 2021 American Red Cross Month.

Yvette Brooks, Mayor Signed and sealed this 11th day of March, 2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 11, 2021

FROM: City Manager Department

SUBJECT: Consider the February 25, 2021, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

<u>DISCUSSION</u>: Attached for Council review and approval are the minutes of the regular meeting on February 25, 2021.

3/5/2021

ATTACHMENTS:

1. 2-25-21 short draft

Report Prepared By: Chloe Woodmansee

City Clerk

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

Packet Pg. 7

DRAFT CAPITOLA CITY COUNCIL REGULAR MEETING ACTION MINUTES THURSDAY, FEBRUARY 25, 2021 - 7 PM

CLOSED SESSION OF THE CAPITOLA CITY COUNCIL - 5PM

CALL TO ORDER AND ROLL CALL

Mayor Brooks called the meeting to order at 5 p.m.

Council Member Margaux Keiser: Remote, Council Member Jacques Bertrand: Remote, Vice Mayor Sam Storey: Remote, Council Member Kristen Petersen: Remote, Mayor Yvette Brooks: Remote.

No members of the public were present, and the Council adjourned to the virtual meeting with the following items to be discussed in Closed Session:

CONFERENCE WITH LABOR NEGOTIATORS

Gov't Code § 54957.6

Negotiators: Algeria Ford, Larry Laurent

Employee Organizations: (1) Association of Capitola Employees; (2) Police Captains; 3) Mid-Management Group; (4) Department Heads; (5) Confidential Employees; (6) Capitola Police Officers Association; (7) City Manager

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Gov't Code § 54956.9(d)(4).

Initiation of litigation (One potential case)

REGULAR MEETING OF THE CAPITOLA CITY COUNCIL - 7 PM

1. PLEDGE OF ALLEGIANCE

2. PRESENTATIONS

A. Introduction of Central Fire Protection District New Fire Chief, John Walbridge

Mayor Brooks introduced the new Fire Chief for the Central Fire District, John Walbridge. Chief Walbridge thanked Council for inviting him to present at the meeting and spoke briefly about the District expanding to include La Selva and Aptos. In response to a question from Council Member Bertrand, he said that headquarters will remain at its current 17th Avenue location.

Mayor Brooks commented that she and Chief Walbridge will be conducting a virtual town hall meeting on March 15 at 6pm. Information on how to join is available on the City website.

- 3. REPORT ON CLOSED SESSION council gave direction to staff
- 4. ADDITIONAL MATERIALS one for item 9.A, one for item 9.B
- 5. ADDITIONS AND DELETIONS TO AGENDA none

6. PUBLIC COMMENTS - none

7. CITY COUNCIL / STAFF COMMENTS

City Manager Goldstein announced that Santa Cruz County has moved into Phase 1.B of the Vaccine Distribution Plan.

Vice-Mayor Storey reported on his first meeting of the Monterey Bay Air Resources District board.

Council Member Petersen reported on her attendance at the Criminal Justice Council meeting and said she would be participating in the Council's Justice Policy subcommittee along with Capitola Police Chief McManus.

Council Member Bertrand asked that staff coordinate with the Sanitation Board for a presentation. He also asked that Council be brought an item addressing how funds are allocated to nonprofits.

Requested Items for Future Agendas:

Sanitation Presentation (Bertrand)

Community Grants/nonprofits allocation procedure overview (Bertrand)

8. CONSENT CALENDAR

MOTION: APPROVE AND DETERMINE AS RECOMMENDED

RESULT: ADOPTED [UNANIMOUS]

MOVER: Jacques Bertrand, Council Member

SECONDER: Sam Storey, Vice Mayor

AYES: Bertrand, Petersen, Storey, Brooks, Keiser

A. Consider the January 21, 2021, City Council Special and the February 11, 2021, City Council Regular Meeting Minutes

RECOMMENDED ACTION: Approve minutes.

B. Loma Vista Amendment

<u>RECOMMENDED ACTION</u>: Approve the second amendment to the Loma Vista regulatory agreement and declaration of restrictive covenants related to asset limitations.

C. Receive Update on Pandemic Response

<u>RECOMMENDED ACTION</u>: Make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

9. GENERAL GOVERNMENT / PUBLIC HEARINGS

A. Review the Memorial Program RECOMMENDED Action: Provide direction.

Assistant to the City Manager Laurent presented a staff report.

Council Member Petersen asked about memorial pricing; Assistant Laurent explained that plaques and benches have different prices, but the price is not based on the location of the

memorial. Council Member Petersen confirmed that the Village bricks are a Chamber project, recommended that the bricks be mentioned as secondary memorial option, and asked for more information about the painted tiles along the Esplanade Seawall.

Vice-Mayor Storey asked if memorials are bought in perpetuity. Assistant Laurent explained that the memorials remain as long as they are functional; if a bench or location needs to be retired, the "owners" of the memorial are given the option to replace it and if they chose not to, a lottery process is used to allow for a new memorial in the same location. Vice-Mayor Storey also asked if plaques must be placed eight feet apart; this is the standard width and is not always followed.

City Manager Goldstein added that the locations identified in the report may be more temporary than the plaques themselves, as they are brass and last nearly forever.

Mayor Brooks asked if the Art and Cultural Commission had been involved in the memorial program before. Assistant Laurent said that if Council was interested in a more artistic interpretation of the memorial program, the Commission could participate.

There was no public comment.

Council Member Keiser said that the Prospect Bluff park would be a desirable location for memorials, and that she would like the program to continue.

Council Member Petersen said that the wooden railing on Cliff Avenue in the Depot Hill neighborhood seemed reasonable and suggested using the wall near the Upper Esplanade but with a warning to those in the program that this option may not be permanent due to the elements. She also requested that the Art and Cultural Commission be asked to perhaps find another location for a painted tile project like the one on the seawall.

Vice-Mayor Storey asked that the distance between plaques be less than eight feet to make room for more. He also commented that no matter how many new spaces are made available, eventually the program will be full. He asked staff to consider the longer-term future of the program so that new people can eventually benefit if so desired.

Council Member Bertrand commented that the multiple memorial wall idea is pleasing because it would combine different styles and honor many families in one place, emphasizing community.

Mayor Brooks asked that Rispin Park be a considered location for a multiple memorial wall. She reiterated the idea of partnering with the Chamber, if possible.

Council Member Petersen commented that the BIA and local restaurants with ocean views may also want to get involved and offer locations for customer memorials.

MOTION: DIRECT STAFF TO 1) CONTINUE THE PROGRAM; 2) INVESITIGATE

NEW LOCATIONS TO EXPAND, EMPHASIZING THE WALL ON UPPER

ESPLANADE AND CLIFF AVENUE IN DEPOT HILL; AND 3) INVESTIGATE OPTIONS FOR A MULTIPLE MEMORIAL

WALL/INSTALLATION

RESULT: ADOPTED [UNANIMOUS]

MOVER: Kristen Petersen SECONDER: Sam Storey

AYES: Bertrand, Petersen, Storey, Brooks, Keiser

B. Consider Fiscal Year 2021-22 Budget Principles and Goals [330-05] RECOMMENDED ACTION: Adopt the Fiscal Year 2021-22 budget principles and

goals, and identify related key projects and programs.

City Manager Goldstein presented a staff report.

Council Members affirmed their priorities based on the presentation's list of principals/goals created in early 2020 as shown below:

	Petersen	Brooks	Storey	Bertrand	Keiser
Develop options for Council consideration to address rising CalPERS costs	X		X	X	X
evaluate potential tax measures to offset impacts of mall - 2022					
Continue working with Capitola Mall ownership group to redevelop the mall					
Work toward Coastal Commission certification of zoning code update					
Respond to COVID-19					
Complete funded CIPs	X	X	X	X	X
Complete library, jetty, flume					
Obtain all permits for wharf					
Transition from COVID-19 response back to normal operations, Monitor revenue impacts from COVID-19 quickly	X	X	X	X	X
Explore grant opportunitys for public safety, CIP and environmental policies and outreach programs, CDBG, Generator, On going	X	X	X	x	X
Create 3 year fiscal plan for mall redevelopment impacts (in house)					
Support creation and expansion of hotels in appropriate locations - On going					
Cut unneccessary memberships					
Review village hotel parking permits & Village parking program					
Review parkets in Village (outdoor dining) - current program ends 5/31/21	х	X	X	х	X
Review parklet & village parking program			x	х	X
Work with SUSD to allow alcohol at community center				x	
,					
Go above and beyond keeping residents informed, ensure all members made aware of projects that affect them					
Make availible free feminine hygene for all public restrooms	х	x	x	х	X
Collaberate with local parters to update one local play strucure to universal design for children of all abilities					
Expland emergency resoponse planning and pursue grants for city hall genorator	х	x	x	x	X
Have city council create and set priorities for community grants	X	X	X	X	X
Seek opportunities to help people stay connected during COVID19					
Establish plan for children's fund considering Parks and Rec strategic plan and needs for schoolarships					
particular transfer and transfe					
Staff develop a list of projects associated with mall redevelopment - On going					
Evalute traffic flow at Cliff and Wharf, possible roundabout					
Sidewalks on Kennedy and McGregor - discuss during budget hearings		X			
Rispin Park - waiting on grant approval					
Clares complete street project - discuss during budget hearing					
Seek partnership with school district regarding soccer field	х	X	X	x	X
Cook particions with control distinct regularing cooker nota					
Partnership with Scotts Valley regarding recreation summer programs/services	х	X	x	X	X
Administrative policy updates	X	X	_ ^	X	×
Traffic calming on Park Ave part of CIP discussion	^				_ ~
Park ave path in euculyotus grove - part of CIP discussion					
Monterey Park picnic tables	x	X	x (w/resident demand)	X	x (w/resident demand)
Withdrately Land Bullets Signage from pac cove lots to village & beach	X	X	X (w/resident demand)	X	X (wiresident demand)
Signage from pac core to thinge to beach implicit bias training for staff	X	X	x (voluntary)	X	x (voluntary)
Implications variantly for scient	X	X	X (voluntary)	X	X (voiditary)
prioritize anordable nodeling and building community relationships	Χ			<u>x</u>	X

In addition, Council Members prioritized the following:

Council Members Bertrand and Petersen: Community Grant funding, and updates to the way funding is allocated.

Council agreed that the future of outdoor dining in the Village and developing a potential parklet program is important. Vice-Mayor Storey prioritized this topic along with a discussion of City parking programs and the Village meter rates. Council Member Petersen asked that a discussion of outdoor dining's future be prioritized separately and as more critical than a discussion of all parking programs and the Village meter rates.

Vice-Mayor Storey: COVID response as a continued priority.

Council agreed on partnering with the City of Scotts Valley for Summer Recreation programs.

MOTION: APPROVE LISTED BUDGET PRIORITIES, EXCLUDING 1) THE FUTURE

OF OUTDOOR DINING ALONG WITH PARKING PROGRAMS; AND 2)
THE FUTURE OF OUTDOOR DINING SEPARATE FROM PARKING

PROGRAMS, AND 3) PARKING PROGRAMS

MOVER: Kristen Petersen
SECONDER: Jacques Bertrand
OUTCOME: AMENDED AS BELOW

Council Members added the priorities below:

Vice-Mayor Storey: Park Avenue traffic and speed.

Council Member Bertrand: 1) the Eucalyptus grove at Kennedy and Park Avenue be checked, and 2) picnic tables be added at Monterey Park.

Council Member Keiser: 1) directional signs in the Parking Lots, and 2) a BIA directory.

Mayor Brooks: 1) implicit bias training for City staff, and 2) investigation into partnerships for affordable housing opportunities at the Capitola Mall Project.

MOTION: APPROVE LISTED BUDGET PRIORITIES INCLUDING THE FURTHER

ITEMS ADDED BY COUNCIL (LISTED ABOVE), EXCLUDING 1) THE FUTURE OF OUTDOOR DINING ALONG WITH PARKING PROGRAMS; AND 2) THE FUTURE OF OUTDOOR DINING SEPARATE FROM

PARKING PROGRAMS, AND 3) PARKING PROGRAMS

RESULT: [4 TO 1]

MOVER: Kristen Petersen SECONDER: Jacques Bertrand

AYES: Bertrand, Keiser, Petersen, Brooks

NAYS: Sam Storey

C. Approve Contract Change Order No. 12 for the Capitola Branch Library Project <u>RECOMMENDED ACTION:</u> Receive report and approve Contract Change Order 12 with Otto Construction for the Capitola Branch Library Project in the total amount of \$582,402.

Public Works Director Jesberg presented the staff report.

There was no public comment.

MOTION: APPROVE CHANGE ORDER NO. 12

RESULT: ADOPTED [UNANIMOUS]

MOVER: Jacques Bertrand SECONDER: Margaux Keiser

AYES: Bertrand, Petersen, Storey, Brooks, Keiser

D. Adopt Resolution Approving a Community Development Block Grant-Coronavirus #2
 Application

<u>RECOMMENDED ACTION</u>: Adopt the two proposed resolutions authorizing the City Manager to submit a Community Development Block Grant Coronavirus Response (CDBG-CV) application requesting up to \$330,261 of CDBG-CV round 2 and 3 grant

funds for COVID-19 related relief programs and to execute the grant agreement upon award.

Community Development Director Herlihy presented the background on past CDBG guidance; then introduced Paul Ashby who presented on the second round of CDBG-CV grant funding.

Vice-Mayor Storey asked for clarification regarding the proposed resolution. Mr. Ashby clarified that the proposed resolutions regard the general NOFA for CDBG funding, not the previous CDBG funding provided under the CARES Act.

Councilmember Petersen confirmed the total funding would be for \$320,000.

Mayor Brooks asked about economic development. In response to her question about CIP projects, Director Herlihy replied that advice was given against this potential funding use, as so many CIP applications were received by CDBG the City is unlikely to be awarded for this use.

There was no public comment.

MOTION: ADOPT THE PROPOSED RESOLUTIONS, BRING THIS TOPIC BACK TO

COUNCIL BEFORE APRIL 30 TO DISCUSS ROUND 2 & 3 FUND

ALLOCATION.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Kristen Petersen SECONDER: Margaux Keiser

AYES: Bertrand, Petersen, Storey, Brooks, Keiser

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The meeting was closed at 10:23pm.

ATTEST:	Yvette Brooks, Mayor
Chloé Woodmansee, City Clerk	



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 11, 2021

FROM: Finance Department

SUBJECT: Approval of City Check Registers Dated February 5, February 12, February 19

and February 26, 2021

RECOMMENDED ACTION: Approve check registers.

Account: City Main												
Date	Starting Check #	Ending Check #	Payment Count		Amount							
2/5/2021	97314	97362	55	\$	752,922.99							
2/12/2021	97363	97397	39	\$	85,008.23							
2/19/2021	97398	97449	57	\$	158,319.72							
2/26/2021	97450	97482	34	\$	45,049.58							

The main account check register dated January 29, 2021, ended with check #97313.

Account: Library											
Date	Starting Check/EFT #	Ending Check/EFT#	Payment Count		Amount						
2/5/2021	244	244	1	\$	1,680.00						
2/12/2021	245	245	1	\$	1,300.00						
2/19/2021	246	249	4	\$	298,007.85						
2/26/2021	251	251	1	\$	510.00						

The library account check register dated January 29, 2021, ended with check #243. Check #250 was voided due to a printer jam.

Account: Payro	Account: Payroll											
Date	Check/EFT #		Payment Count	Amount								
2/12/2021	16350	16447	100	\$	167,430.34							
2/26/2021	16448	16538	91	\$	158,706.78							

The payroll account check register dated January 29, 2021, ended with EFT #16349.

Following is a list of payments issued for more than \$10,000 and descriptions of the expenditures:

Check/	Issued to	Dept	Description	Amount
EFT	100000 10	Борс	Bescription	Amount

Approval of City Check Registers March 11, 2021

97314	MBASIA	СМ	Workers' comp. & liability insurance (check re-issued)	\$ 472,852.50
97350	Santa Cruz County Bank	FN	Pacific Cove financing lease	\$ 82,532.87
1075	CalPERS Health	FN	February health insurance	\$ 57,949.65
1076	CalPERS Member Services	FN	PERS contributions PPE 1/23/21	\$ 52,285.30
1078	IRS	FN	Federal taxes & Medicare PPE 1/23/21	\$ 26,364.18
97388	Santa Cruz Animal Shelter	PD	Quarterly contribution	\$ 13,936.80
1083	Voya Financial	FN	Employee 457 contribution final paycheck	\$ 19,500.00
97401	American Traffic Solutions	PD	July – December red light revenue	\$ 10,956.69
97426	Pacific Gas & Electric	PW	Gas & electricity	\$ 14,014.00
1085	CalPERS Member Services	FN	PERS contributions PPE 2/6/21	\$ 52,310.19
1087	IRS	FN	Federal taxes & Medicare PPE 2/6/21	\$ 26,226.81
247	John F. Otto Inc. Escrow	PW	January library retainer	\$ 13,396.24
248	Noll and Tam Architects	PW	Library public art, donor recognition, landscape & site changes	\$ 29,958.01
249	Otto Construction Inc.	PW	January library construction	\$ 254,528.60
97472	Moffatt and Nichol	PW	Wharf design & permitting, jetty/flume bid support & specs	\$ 17,182.12

ATTACHMENTS:

- 1. 2-5-21 Check Register
- 2. 2-12-21 Check Register
- 3. 2-19-21 Check Register
- 4. 2-26-21 Check Register

Report Prepared By: Mark Sullivan

Senior Accountant

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

3/5/2021

City main account checks dated February 5, 2021, numbered 97314 to 97362, totaling \$599,956.60, 6 EFTs totaling \$152,966.39, 1 library check totaling \$1,680.00, for a grand total of \$754,602.99, have been reviewed and authorized for distribution by the City Manager.

As of February 5, 2021, the unaudited cash balance is \$4,099,822.41.

CASH POSITION - CITY OF CAPITOLA February 5, 2021

	2/5/2021
General Fund	\$ (1,432,500.10)
Payroll Payables	\$ 2,198.12
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,796,700.93
Stores Fund	\$ 65,231.46
Information Technology Fund	\$ 291,306.36
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ (104,917.98)
Workers' Comp. Ins. Fund	\$ 124,704.29
Compensated Absences Fund	\$ 189,091.03
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,099,822.41

The <u>Emergency Reserve Fund</u> balance is \$1,374,205.54 (not included above). The <u>PERS Contingency Fund</u> balance is \$984,236.13 (not included above). The <u>Library Fund</u> balance is \$2,968,246.92 (not included above).

Jamie Goldstein, City Manager

n Malberg, City Treasurer

Date

Date

	Check Number	Invoice Number	Invoice Date	Description	Payee Name		ransaction Amount
10101-11 10101-12	97314	02/02/2021			MBASIA (check re-issued)		\$472,852.50
271 2005/2021 Control Contro		Invoice	Date	Description		Amount	
1973 1973		210101-1	01/01/2021	Workers' comp. and liability insurance		\$472,852.50	
97316 Invoice I				2213 - Self Insurance Liability	\$184,663.50		
Invoice 18446				2214 - Workers' Compensation	\$288,189.00		
188466 01/26/2021	97315	02/05/2021			AFLAC		\$1,861.77
1001 - Payroll 1001		Invoice	Date	Description		Amount	
1973 02/05/2021		188446	01/26/2021	January supplemental insurance		\$1,861.77	
Invoice				1001 - Payroll			
10876155	97316	02/05/2021			ALLIED UNIVERSAL		\$1,083.85
10876173 02/05/2021 February McGregor skate park foot patrol 3356.42 3382.50		Invoice	Date	Description		Amount	
10876174		10876155	02/04/2021	February Jade St. park foot patrol		\$344.93	
97317 02/05/2021 Date Invoice S0326 Date D01/11/2021 Description PD locker key ALLWAYS UNDER PRESSURE Amount S65.64 97318 02/05/2021 Date S03740 Date Date Date D1/12/2021 Description Amount S626.02 Amount Amount Amount S626.02 97319 02/05/2021 Date Invoice D14/2021 Description D01/28/2021 AMAZON CAPITAL SERVICES \$167.79 97319 02/05/2021 Date Invoice D14/2021 Description D01/28/2021 AMAZON CAPITAL SERVICES \$167.79 97320 02/05/2021 District Sales (2) AVENU MUNISERVICES \$3.819.07 97320 02/05/2021 Date Invoice D24 D04/2021 Description D1/29/2021 AVENU MUNISERVICES \$3.819.07 97321 02/05/2021 D1/29/2021 Dustrict sales tax audit services \$129.53 \$129.53 97322 02/05/2021 D1/29/2021 Dustrict sales tax audit services AXCIENT \$125.00 97322 02/05/2021 D1/31/2021 Description D01/31/2021 AXCIENT \$125.00 97322 D1/05/2021 D1/20/2021 D1/20/2021 D1/20/2021 Description D01/20/2021 AMDUTE PRESSURE \$3.221 97322 D1/20/2021 D1/20/2021 D1/20/2021 D1/20/2021 D1/20/2021		10876173	02/04/2021	February McGregor skate park foot pa	trol	\$356.42	
Invoice Date Description PD locker key Se 54		10876174	02/04/2021	February Esplanade park foot patrol		\$382.50	
\$3326 \$1111/2021 \$PO locker key \$36.54 \$36.50	97317	02/05/2021			ALLSAFE LOCK COMPANY		\$6.54
97318 02/05/2021		Invoice	Date	Description		Amount	
Invoice Date Description Amount September		53326	01/11/2021	PD locker key		\$6.54	
93740 9740 9740 9740 9840 9840 9840 9840 9856.02 97319 9	97318	02/05/2021			ALWAYS UNDER PRESSURE		\$626.02
97319 02/05/2021 Secription AMAZON CAPITAL SERVICES S167.79		Invoice	Date	Description		Amount	
Invoice		93740	01/28/2021	Sewer hose, rotating sewer nozzle, shi	pping	\$626.02	
13.6-3.13X-9PPG	97319	02/05/2021			AMAZON CAPITAL SERVICES		\$167.79
1XHH-GLLH-WV73 01/31/2021 Neck gaiters (2) S26.14		Invoice	Date	Description		Amount	
Property		1JL6-3LJX-9PPG	01/27/2021	Boots		\$141.65	
Invoice		1XHH-GLLH-WV73	01/31/2021	Neck gaiters (2)		\$26.14	
INV06-010822 01/29/2021 District sales tax audit services \$129.53	97320	02/05/2021			AVENU MUNISERVICES		\$3,819.07
INV06-010821 01/29/2021 Cuarterly sales tax auditing service \$3,689.54 97321 02/05/2021 Curvoice Date Description Amount PY21INEF1068232 01/31/2021 January AppAssure storage 2211 - IT Fund B & B SMALL ENGINE REPAIR S52.21 97322 02/05/2021 Chain EAST-ORD BAYSIDE OIL II INC. S39.35 97323 02/05/2021 Chain Date Description Amount S52.21 97324 02/05/2021 Chain Date Description Amount S39.35 97325 02/05/2021 Date Date Description Amount Chain Date Description Amount Chain		Invoice	Date	Description		Amount	
97321 02/05/2021		INV06-010822	01/29/2021	District sales tax audit services		\$129.53	
Invoice		INV06-010821	01/29/2021	Quarterly sales tax auditing service		\$3,689.54	
FY21INEFI068232 01/31/2021 January AppAssure storage 2211 - IT Fund \$125.00 97322 02/05/2021 FY21INEFI068232 B & B SMALL ENGINE REPAIR \$52.21 Invoice Date Description Amount \$52.21 464492 01/26/2021 Chain BAYSIDE OIL II INC. \$39.35 97323 02/05/2021 Date Description Amount	97321	02/05/2021			AXCIENT		\$125.00
97322 02/05/2021		Invoice	Date	Description		Amount	
97322 02/05/2021		FY21INEFI068232	01/31/2021	January AppAssure storage		\$125.00	
Invoice Date Description Amount 464492 01/26/2021 Chain \$52.21 97323 02/05/2021 The secription BAYSIDE OIL II INC. \$39.35 Invoice Date Description Amount				2211 - IT Fund			
97323 02/05/2021 Date Chain \$52.21 BAYSIDE OIL II INC. \$39.35 Invoice Date Description Amount	97322	02/05/2021			B & B SMALL ENGINE REPAIR		\$52.21
97323 02/05/2021 BAYSIDE OIL II INC. \$39.35 Invoice Date Description Amount		Invoice	Date	Description		Amount	
Invoice Date Description Amount		464492	01/26/2021	Chain		\$52.21	
Invoice Date Description Amount	97323	02/05/2021			BAYSIDE OIL II INC.		\$39.35
			Date	Description		Amount	
				•		\$39.35	

Attachment: 2-5-21 Check Register (Approval of City Check Registers)

City of Capitola **City Checks Issued February 5, 2021**

	Check Number	Invoice Number	Invoice Date	Description		Payee Name		Transaction Amount
14-44 1	97324	02/05/2021				BRINKS AWARDS & SIGNS		\$147.48
1315 - Public Art Fund 1315 - Public Art		Invoice	Date	Description			Amount	
Process Pro		84474	01/29/2021	Medals			\$147.48	
Invoice Date Description Date Description Date Description Date Description Date Description Date Date Description Date Date Description Date Date Descriptio				1315 - Public Art Fund				
CASAD11021	97325	02/05/2021				CASA OF SANTA CRUZ COUNTY		\$150.00
1321 - BIA 1322 - BIA 132		Invoice	Date	Description			Amount	
9732 02/05/2021		CASA011021	01/10/2021	BIA window decorating co	ontest		\$150.00	
Invoice Date Date Description Septiminary Sept				1321 - BIA				
26793 1/3 1/2 0/2	97326	02/05/2021				CLEAN BUILDING MAINTENANCE CO.		\$5,936.92
1000 - General Fund 1311 - Wharf Fund 13		Invoice	Date	Description			Amount	
197327 02/05/2021		26793	01/31/2021	January janitorial service	S		\$5,936.92	
97327 02/05/2021 Date Description Municipal code web update COMPLETE MAILING SERVICE INC S968.00 97328 02/05/2021 Date Description Postcard mailing Postcard				1000 - General Fund	\$5,147.48			
Invoice Date Date Description Date Description Date Description Date Date Description Date				1311 - Wharf Fund	\$789.44			
97328 02/05/2021 Secription DixOn And Son Inc. Secription Amount	97327	02/05/2021				CODE PUBLISHING COMPANY INC		\$968.00
97328 02/05/2021		Invoice	Date	Description			Amount	
Invoice Date Description Postcard mailing Postcard mailing mailing Postcard mailing mailing Postcard mailing mailing Postcard mailing mailing mailing		68544	12/21/2020	Municipal code web upda	te		\$968.00	
P3329 02/05/2021	97328	02/05/2021				COMPLETE MAILING SERVICE INC.		\$6,717.34
97329 02/05/2021		Invoice	Date	Description			Amount	
Invoice Date Description Date Description Date Description Date Description Date Description Date Date Description Date		5900	12/04/2020	Postcard mailing			\$6,717.34	
Page	97329	02/05/2021				DIXON AND SON INC.		\$156.24
P7330 P7330 P7331 P7331 P7331 P7332 P7333 P733		Invoice	Date	Description			Amount	
Invoice		229521	12/04/2020	CAT loader flat repair			\$156.24	
15571 12/01/2020 Laserfiche annual renewal 2211 - IT Fund 2211 - IT Fund 2211 - IT Fund 2211 - IT Fund	97330	02/05/2021				ECS IMAGING INC.		\$8,417.00
97331 02/05/2021 EWING IRRIGATION \$273.21 Invoice Date Description Descriptio		Invoice	Date	Description			Amount	
97331 02/05/2021 EWING IRRIGATION \$273.21 Invoice Date Description Amount 13385694 01/25/2021 Flex drain, catch basin, square grate, adapter plug \$222.76 13398954 01/27/2021 Irrigation security key \$50.45 97332 02/05/2021 FRANCHISE TAX BOARD \$399.27 Invoice Date Description Amount 97333 02/05/2021 Employee garnishment PPE 1/23/21 \$399.27 97333 02/05/2021 Employee garnishment PPE 1/23/21 \$3,664.37 Invoice Date Description Amount		15571	12/01/2020	Laserfiche annual renewa	ai		\$8,417.00	
Invoice Date Description Amount 13385694 01/25/2021 Flex drain, catch basin, square grate, adapter plug \$222.76 13398954 01/27/2021 Irrigation security key \$50.45 97332 02/05/2021 FRANCHISE TAX BOARD \$399.27 Invoice Date Description Amount JK-226-3985-3 01/29/2021 Employee garnishment PPE 1/23/21 \$399.27 1001 - Payroll				2211 - IT Fund				
13385694 01/25/2021 Flex drain, catch basin, square grate, adapter plug \$222.76 13398954 01/27/2021 Irrigation security key \$50.45 97332 02/05/2021 FRANCHISE TAX BOARD \$399.27 Invoice Date Description Amount 57399.27 1001 - Payroll 97333 02/05/2021 FRANCHISE TAX BOARD \$399.27 Invoice Date Description Amount 57399.27 1001 - Payroll 97333 02/05/2021 Flex drain, catch basin, square grate, adapter plug \$222.76 FRANCHISE TAX BOARD \$399.27 FRANCHISE TAX BOARD Amount \$399.27 FRANCHISE TAX BOARD Amo	97331	02/05/2021				EWING IRRIGATION		\$273.21
13398954 01/27/2021 Irrigation security key \$50.45 97332 02/05/2021 FRANCHISE TAX BOARD \$399.27 Invoice Date Description Amount 5399.27 97333 02/05/2021 Employee garnishment PPE 1/23/21 1001 - Payroll 97333 02/05/2021 FRANCHISE TAX BOARD \$399.27 FRANCHISE TAX BOARD \$399.27 Amount \$399.27 GINA ENRIQUEZ \$3,664.37		Invoice	Date	Description			Amount	
97332 02/05/2021 FRANCHISE TAX BOARD \$399.27 Invoice Date Description Amount JK-226-3985-3 01/29/2021 Employee garnishment PPE 1/23/21 3399.27 1001 - Payroll 97333 02/05/2021 GINA ENRIQUEZ \$3,664.37 Invoice Date Description Amount		13385694	01/25/2021	Flex drain, catch basin, s	quare grate, adap	ter plug	\$222.76	
Invoice		13398954	01/27/2021	Irrigation security key			\$50.45	
JK-226-3985-3 01/29/2021 Employee garnishment PPE 1/23/21 \$399.27 97333 02/05/2021 GINA ENRIQUEZ \$3,664.37 Invoice Date Description Amount	97332	02/05/2021				FRANCHISE TAX BOARD		\$399.27
97333 02/05/2021		Invoice	Date	Description			Amount	
97333 02/05/2021		JK-226-3985-3	01/29/2021	Employee garnishment P	PE 1/23/21		\$399.27	
Invoice Date Description Amount								
Invoice Date Description Amount	97333	02/05/2021				GINA ENRIQUEZ		\$3,664.37
·			Date	Description			Amount	
							\$3,664.37	

Attachment: 2-5-21 Check Register (Approval of City Check Registers)

City of Capitola **City Checks Issued February 5, 2021**

97334 02/05/2021	Check Number	Invoice Number	Invoice Date	Description	Payee Name		ansaction nount
Invasce							\$932.12
4614123		Invoice	Date	Description		Amount	
1741328		4614163	01/28/2021	Lumber, bit holder, broom, screws, mop,	dust pan	\$147.30	
6520426		4614123	01/28/2021	·		\$30.77	
		7741328	01/25/2021	Lightning charge pad		\$26.16	
4641579 01/28/2021 Total, sponge block, goo gone. JB weld, stripping brush \$57.48 \$67.48 \$9341941 02/02/2021 Gloves, welding gloves. 12 gallon tote, flap disc \$67.36 \$67.3		6520426	01/26/2021			\$38.60	
4641579 01/28/2021 Toke, sponge block, goo gone. JB weld, stripping brush 357.48 357.50 3		0624116	01/22/2021	Scour pads		\$5.43	
9341941 02/02/2021 Gloves, welding gloves. 12 gallon tote, flap disc \$67.36 97355 02/05/2021		4641579	01/28/2021			\$559.04	
97335 02/05/2021		0014283	02/01/2021	Tote, sponge block, goo gone, JB weld,	stripping brush	\$57.46	
Invoice Date Date Description Amount S 175.00		9341941	02/02/2021			\$67.36	
97336 02/05/2021	97335	02/05/2021			KATHLEEN ASTON		\$175.00
97336 02/05/2021		Invoice	Date	Description		Amount	
Invoice Date Description		3				\$175.00	
Invoice Date Description Date Date Description Date Date Description Date Date Description Date	97336	02/05/2021			KBA Document Solutions LLC		\$104.86
S5Y1153010 O2/01/2021 City Hall and Recreation copier usage charges S104.86 1000 - General Fund S7.00 2211 - IT Fund S97.86 S97.87 S97.86 S97.8			Date	Description		Amount	V101.00
97337 02/05/2021					narges		
97337 02/05/2021				· · · · · · · · · · · · · · · · · · ·		• • • • • • • • • • • • • • • • • • • •	
Invoice							
Invoice	97337	02/05/2021			KING'S PAINT AND PAPER INC		\$27.72
P7338 02/05/2021	0,00,		Date	Description	MINO OF THE PART OF THE CONTROL	Amount	V27.72
Invoice Date Description Description Description Description Description Description Date Date Description Date Description Date Description Date				•			
Invoice Date Description Description Description Description Description Description Date Date Description Date Description Date Description Date	97338	02/05/2021			I ILINA PENSION FUND		\$1,478.40
D27568	0.000		Date	Description	Elevative England	Amount	Q1,410.40
1001 - Payroll 1001				•			
Invoice			5 11 2 31 232 7			V1, 110110	
Invoice	97339	02/05/2021			MID COUNTY AUTO SUPPLY		\$368.33
MID-1078974 12/07/2020 Xtreme vision bulb \$48.61			Date	Description		Amount	•
MID-1145641 02/03/2021 2011 Toyota Camry wear pads \$53.08 MID-1143166 02/01/2021 Rearview mirror, 3/8 side term \$8.98 MID-1141141 01/29/2021 1997 Ford F150 ceramic pads, brake rotors \$211.13 MID-1143152 02/01/2021 Air filter, bulk spreaders, engine oil filters \$46.53				·			
MID-1143166 02/01/2021 Rearview mirror, 3/8 side term \$8.98 MID-1141141 01/29/2021 1997 Ford F150 ceramic pads, brake rotors \$211.13 MID-1143152 02/01/2021 Air filter, bulk spreaders, engine oil filters \$46.53 97340 02/05/2021 MISSION LINEN SUPPLY Amount 514093318 01/27/2021 Fleet towels, uniform cleaning \$36.50 514093319 01/27/2021 Corp. yard linen service, mats, towels \$96.95 514136839 02/03/2021 Fleet uniform cleaning, towels \$35.24		MID-1145641	02/03/2021	2011 Toyota Camry wear pads		\$53.08	
MID-1141141 01/29/2021 1997 Ford F150 ceramic pads, brake rotors \$211.13 MID-1143152 02/01/2021 Air filter, bulk spreaders, engine oil filters \$46.53 97340 02/05/2021 MISSION LINEN SUPPLY Invoice Date Description Amount 514093318 01/27/2021 Fleet towels, uniform cleaning \$36.50 514093319 01/27/2021 Corp. yard linen service, mats, towels \$96.95 514136839 02/03/2021 Fleet uniform cleaning, towels \$35.24 MONTEREY BAY ANALYTICAL SERVICES		MID-1143166	02/01/2021			\$8.98	
97340 02/05/2021		MID-1141141	01/29/2021		ors	\$211.13	
Invoice		MID-1143152	02/01/2021	Air filter, bulk spreaders, engine oil filters	3	\$46.53	
Invoice	97340	02/05/2021			MISSION LINEN SUPPLY		\$168.69
514093318 01/27/2021 Fleet towels, uniform cleaning \$36.50 514093319 01/27/2021 Corp. yard linen service, mats, towels \$96.95 514136839 02/03/2021 Fleet uniform cleaning, towels \$35.24 97341 02/05/2021 MONTEREY BAY ANALYTICAL SERVICES			Date	Description	- -	Amount	
514093319 01/27/2021 Corp. yard linen service, mats, towels \$96.95 514136839 02/03/2021 Fleet uniform cleaning, towels \$35.24 97341 02/05/2021 MONTEREY BAY ANALYTICAL SERVICES							
514136839 02/03/2021 Fleet uniform cleaning, towels \$35.24 97341 02/05/2021 MONTEREY BAY ANALYTICAL SERVICES				•			
Invoice Date Description Amount	97341	02/05/2021			MONTEREY BAY ANALYTICAL SERVICES		\$60.00
		Invoice	Date	Description		Amount	
210127 06 02/01/2021 Soquel creek lagoon beach monitoring \$60.00						\$60.00	

City of Capitola City Checks Issued February 5, 2021

Check Number	Invoice Number	Invoice Date	Description		Payee Name		Transaction Amount
97342	02/05/2021				OUTDOOR SUPPLY HARDWARE		\$319.02
	Invoice	Date	Description			Amount	
	C50473	01/28/2021	Tote, paint, bucket, glove	s, utility knife, w	heel brush	\$110.91	
	C49576	01/26/2021	Gloves			\$8.71	
	C50459	01/28/2021	Forged manure, cultivato	r wood handle		\$143.84	
	C53011	02/01/2021	Drill bit, cobalt bits			\$55.56	
			1000 - General Fund	\$263.46			
			1311 - Wharf Fund	\$55.56			
97343	02/05/2021				PALACE BUSINESS SOLUTIONS		\$14.63
	Invoice	Date	Description			Amount	
	599517-0	01/27/2021	Pen refills, pen chain			\$14.63	
97344	02/05/2021				PETERSON CATERPILLAR		\$33.90
	Invoice	Date	Description			Amount	
	PC080183531	01/26/2021	Additive			\$33.90	
97345	02/05/2021				PRAXAIR DISTRIBUTION INC.		\$140.90
	Invoice	Date	Description			Amount	
	61367753	01/22/2021	Acetylene rental			\$140.90	
97346	02/05/2021				SALVATION ARMY		\$2,000.00
	Invoice	Date	Description			Amount	
	SA012821	01/28/2021	BIA angel tree project do	nation		\$2,000.00	
			1321 - BIA				
97347	02/05/2021				SAN LORENZO LUMBER		\$241.01
	Invoice	Date	Description			Amount	
	63-0565769	01/25/2021	Handrail brackets			\$78.62	
	55-0611976	01/25/2021	Handrail brackets			\$78.44	
	55-0607983	01/08/2021	Wharf lumber			\$83.95	
			1000 - General Fund	\$157.06			
			1311 - Wharf Fund	\$83.95			
97348	02/05/2021				SANTA CLARA COUNTY OFFICE OF THE SHERIFF		\$426.11
	Invoice	Date	Description			Amount	
	1800075567	01/13/2021	2020 COPLINK annual b	illing		\$426.11	
97349	02/05/2021				SANTA CRUZ AUTO PARTS INC.		\$50.01
	Invoice	Date	Description			Amount	
	14508-395908	01/29/2021	Gloves, red abrasive she	et roll		\$50.01	
97350	02/05/2021				SANTA CRUZ COUNTY BANK		\$82,532.87
	Invoice	Date	Description			Amount	
	SCCB012121	01/21/2021	Pacific Cove financing le	ase acct #90038	80400	\$82,532.87	

1420 - Pac Cove Lease Financing

Attachment: 2-5-21 Check Register (Approval of City Check Registers)

City of Capitola

City Checks Issued February 5, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
97351	02/05/2021			SAVE OUR SHORES		\$150.00
	Invoice	Date	Description		Amount	
	SOS011021	01/10/2021	BIA window decorating contest		\$150.00	
			1321 - BIA			
97352	02/05/2021			SEA BERG METAL FABRICATORS INC.		\$37.15
	Invoice	Date	Description		Amount	
	19174	02/02/2021	Galvanized pipe		\$37.15	
97353	02/05/2021			SOQUEL CREEK WATER DISTRICT		\$40.40
	Invoice	Date	Description		Amount	
	13-10919-012121	01/21/2021	2000 Wharf Road water service		\$40.40	
97354	02/05/2021			STAPLES ADVANTAGE		\$379.10
	Invoice	Date	Description		Amount	
	8060894405	01/09/2021	Kleenex, paper towels, forks, cups, lysol w	ripes, febreeze	\$379.10	
97355	02/05/2021			SUPERIOR PRESS		\$118.20
	Invoice	Date	Description		Amount	*****
	4291932	01/29/2021	Library check stock (250)		\$118.20	
97356	02/05/2024			THE HOME DEDOT DDO		£1.017.62
97356	02/05/2021	D-1-	Description	THE HOME DEPOT PRO	A	\$1,017.63
	Invoice	Date	Description		Amount	
	597007236	01/27/2021	Janitorial supplies		\$1,017.63	
97357	02/05/2021			TRANSPORTATION ALLIANCE BANK INC.		\$255.02
	Invoice	Date	Description		Amount	
	661753	02/01/2021	Sweeper cylinder rod, clevis pin, elbow, co 1310 - Gas Tax Fund	onnector, shaft	\$255.02	
97358	02/05/2021			US BANK PARS Acct 6746022400		\$1,119.31
	Invoice	Date	Description		Amount	
	PARS012921	01/29/2021	PARS contributions PPE 1/23/21		\$1,119.31	
			1001 - Payroll			
97359	02/05/2021			WHEELCHAIRS OF SAN MATEO & TECH		\$94.98
	Invoice	Date	Description		Amount	
	00039776	01/18/2021	Wheelchair tires (4)		\$94.98	
97360	02/05/2021			ZEE MEDICAL SERVICE CO.		\$85.31
	Invoice	Date	Description		Amount	
	66585252	01/14/2021	First aid kit supplies		\$85.31	
97361	02/05/2021			David Johnson		\$50.00
	Invoice	Date	Description		Amount	
	DJ012221	01/22/2021	Village parking permit refund		\$50.00	
07000	00/05/005			E disk delices		AWA 65
97362			.	Edith Jaimes	<u>.</u> .	\$72.00
	Invoice	Date	Description		Amount	
	300124411	01/20/2021	Citation refund		\$72.00	
Chast Ta						\$500,056,60

\$599,956.60

Check Totals:

Attachment: 2-5-21 Check Register (Approval of City Check Registers)

City of Capitola City Checks Issued February 5, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
<u>EFT</u> 1075	02/02/2021 Invoice 1001774912	Date 02/01/2021	Description February health insurance 1000 - General Fund \$3,320.5 1001 - Payroll \$54,629		Amount \$57,949.65	\$57,949.65
1076	02/01/2021 Invoice 1001774285-8	Date 01/29/2021	Description PERS contributions PPE 1/23/21 1001 - Payroll	CalPERS Member Services Division	Amount \$52,285.30	\$52,285.30
1077	02/01/2021 Invoice 2-074-826-912	Date 01/29/2021	Description State taxes PPE 1/23/21 1001 - Payroll	EMPLOYMENT DEVELOPMENT DEPARTMENT	Amount \$7,623.24	\$7,623.24
1078	02/01/2021 Invoice 93334689	Date 01/29/2021	Description Federal taxes & Medicare PPE 1/23/21 1001 - Payroll	INTERNAL REVENUE SERVICE	Amount \$26,364.18	\$26,364.18
1079	02/01/2021 Invoice 34696886	Date 01/29/2021	Description Employee garnishments PPE 1/23/21 1001 - Payroll	STATE DISBURSEMENT UNIT	Amount \$652.61	\$652.61
1080	02/01/2021 Invoice VOYA012921	Date 01/29/2021	Description 457 contributions PPE 1/23/21 1001 - Payroll	VOYA FINANCIAL	Amount \$8,091.41	\$8,091.41
EFT Tota	ls:				-	\$152,966.39
Library 244	02/05/2021 Invoice 160707-53	Date 01/31/2021	Description Library project management services	BOGARD CONSTRUCTION INC.	Amount \$1,680.00	\$1,680.00
Library To	otals:					\$1,680.00
Main City Checks EFTs All	/ Totals		Co	unt 49 6 55		Total \$599,956.60 \$152,966.39 \$752,922.99
Library T Checks EFTs All	otals			1 0 1		\$1,680.00 \$0.00 \$1,680.00
Grand To Checks EFTs All	otals:			50 6 56		\$601,636.60 \$152,966.39 \$754,602.99

City main account checks dated February 12, 2021, numbered 97363 to 97397, totaling \$61,270.99, 4 EFTs totaling \$23,737.24, 1 library check totaling \$1,300.00, 2 payroll checks and 98 EFTs totaling \$167,430.34, for a grand total of \$253,738.57, have been reviewed and authorized for distribution by the City Manager.

As of February 12, 2021, the unaudited cash balance is \$4,031,542.97.

CASH POSITION - CITY OF CAPITOLA February 12, 2021

	2/12/2021
General Fund	\$ (1,605,561.59)
Payroll Payables	\$ 134,254.19
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,795,128.43
Stores Fund	\$ 64,828.45
Information Technology Fund	\$ 289,460.44
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ (104,917.98)
Workers' Comp. Ins. Fund	\$ 124,704.29
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,031,542.97

The <u>Emergency Reserve Fund</u> balance is \$1,374,205.54 (not included above). The <u>PERS Contingency Fund</u> balance is \$984,236.13 (not included above). The <u>Library Fund</u> balance is \$2,966,916.92 (not included above).

Jamie Goldstein, City Manager

Date

Jim Malberg, City Treasurer

Date

Check Number	Invoice Number	Invoice Date	Description		Payee Name		ransaction mount
97363	02/12/2021	IIIVOICE Date	Description		ABC SUPPLY CO INC - MBA 742	A	\$321.44
.,,,,,	Invoice	Date	Description		7.50 307 1 E7 30 M 3 M 5/17 12	Amount	402 1.11
	11664318	02/04/2021	City Hall silicone, rainbuste	ar .		\$321.44	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	02/01/2021	ony man omount, rambasic	•		VOL 1.44	
97364	02/12/2021				ADRIENNE HARRELL		\$607.75
	Invoice	Date	Description			Amount	
	AH020821	02/08/2021	Instructor payment			\$607.75	
97365	02/12/2021				AMAZON CAPITAL SERVICES		\$28.26
	Invoice	Date	Description			Amount	
	1XCC-4777-TPJD	02/07/2021	Pencils, erasers			\$28.26	
97366	00/40/0004				ATOT		50.00
97300	02/12/2021	Data	Danasiation		AT&T	A	\$9.20
	Invoice	Date 02/01/2021	Description			Amount	
	ATT020121	02/01/2021	February long distance cha 1000 - General Fund	_		\$9.20	
				\$4.53 \$4.67			
			2211 - IT Fund	\$4.67			
97367	02/12/2021				B & B SMALL ENGINE REPAIR		\$529.14
	Invoice	Date	Description			Amount	
	465128	02/04/2021	Ultra mix oil, bar oil, DL ch	ain, carabiner		\$377.07	
	465130	02/04/2021	File packs	•		\$12.95	
	465205	02/05/2021	Carburetor box cover, saw	blade, wedge, skin	pack wedge	\$139.12	
97368	02/12/2021				BURKE WILLIAMS AND SORENSEN LLP		\$6,977.75
	Invoice	Date	Description			Amount	
	264488	01/29/2021	Police legal services			\$884.00	
	264490	01/29/2021	SB grant money legal serv	ices		\$442.00	
	264486	01/29/2021	December legal services			\$3,146.00	
	264487	01/29/2021	Planning legal services			\$2,444.00	
	264489	01/29/2021	December legal services			\$61.75	
97369	02/12/2021				CA DEPARTMENT OF JUSTICE		\$49.00
01000	Invoice	Date	Description		CA DEL ANIMENT OF SOUTHEE	Amount	343.00
	492646	02/04/2021	Recreation employee finge	erorintina		\$49.00	
	432040	02/04/2021	recirculon employee inge	piintang		ψ+3.00	
97370	02/12/2021				CA DEPARTMENT OF TRANSPORTATION		\$1,663.28
	Invoice	Date	Description			Amount	
	SL210443	12/31/2020	October - December lighting	ng billing		\$1,663.28	
			1310 - Gas Tax				
97371	02/12/2021		-		CALIF DEPT OF FISH & WILDLIFE		\$1,572.50
	Invoice	Date	Description		2040 0007 50	Amount	
	DFW-flume	02/11/2021	Flume permit amendment 1200 - CIP	notification no. 1600	-2018-0227-R3	\$1,572.50	
97372		5.			CRYSTAL SPRINGS WATER CO.		\$277.50
	Invoice	Date	Description			Amount	
	CSW013121	01/31/2021	January drinking water			\$277.50	
97373	02/12/2021				D & G SANITATION		\$982.95
	Invoice	Date	Description			Amount	
	277734	01/31/2021	Esplanade hand wash stat	ion		\$119.90	
	277735	01/31/2021	McGregor skate park hand	d wash station and p	ortable toilets	\$623.25	
	277736	01/31/2021	Jade St. park hand wash s	station rental		\$119.90	
	277737	01/31/2021	Cortez park hand wash sta	ation rental		\$119.90	

197374 02/12/2021 December Esplanade waterwall rental December Esplanade waterwall rental	heck lumber	Invoice Number	Invoice Date		Payee Name		Transaction Amount
Invoice Date Description DONALD W ALLEY	97374	02/12/2021			D & M TRAFFIC SERVICES		\$218.00
97375 02/12/2021			Date	Description		Amount	
Invoice Date Description		75859	01/14/2021	December Esplanade waterwall r	rental	\$218.00	
221-01 02/09/2021 Soquel creek lagoon monitoring HOME DEPOT CREDIT SERVICES	97375	02/12/2021			DONALD W ALLEY		\$8,007.18
97376 02/12/2021		Invoice	Date	Description		Amount	
Invoice		221-01	02/06/2021	Soquel creek lagoon monitoring		\$8,007.18	
	97376	02/12/2021			HOME DEPOT CREDIT SERVICES		\$830.93
9642093 02/02/2021 32 gailon trash cans (5) 5632646 01/27/2021 Welded bedding fork, prune saw 1613081 01/21/2021 Brass brush, pressure washer nozzle, soap blaster nozzle 7621141 02/04/2021 Rust stopper, tape measure, magnetic protractor 9034781 02/02/2021 Lumber, paint, wired earbuds 0620624 02/01/2021 Angle finder, lumber 7615087 02/04/2021 Urethane, blade kit, bucket, pencils 9620822 02/02/2021 Deco stones, lock nuts, hex nuts, pipe wrap tape, washers, bolts 7014593 02/04/2021 Face masks, broom, flashlight, headlamp, knife, adapter set 1nvoice Date Description A0307385 02/04/2021 Depot Hill handrail angle sashes, brush, paint A0307418 02/05/2021 Paint for graffiti removal, recycle tray, mightypro cover, tape 97378 02/12/2021 LAUGA ALIOTO 1nvoice Date Description LA020821 02/08/2021 Instructor payment 97379 02/12/2021 Minute Date Description 1nvoice Date Description 1nvoice Date Description 97379 02/12/2021 February record storage 97380 02/12/2021 Minute Date Description 1nvoice Date Description		Invoice	Date	Description		Amount	
5632646 01/27/2021 Weided bedding fork, prune saw 1613081 01/21/2021 Brass brush, pressure washer nozzle, soap blaster nozzle 7621141 02/04/2021 Rust stopper, tape measure, magnetic protractor 9034781 02/02/2021 Lumber, paint, wired earbuds 0620624 02/01/2021 Angle finder, lumber 7615087 02/04/2021 Deco stones, lock nuts, hex nuts, pipe wrap tape, washers, boilts 7014593 02/04/2021 Face masks, broom, flashlight, headlamp, knife, adapter set 97377 02/12/2021 Face masks, broom, flashlight, headlamp, knife, adapter set 1		6510499	02/05/2021	Bits		\$ 39.16	
1613081		9642093	02/02/2021	32 gallon trash cans (5)		\$81.59	
7621141		5632646	01/27/2021	Welded bedding fork, prune saw		\$63.18	
9034781 02/02/2021 Lumber, paint, wired earbuds 0620624 02/01/2021 Angle finder, lumber 7615087 02/04/2021 Urethane, blade kit, bucket, pencils 9620822 02/02/2021 Deco stones, lock nuts, hex nuts, pipe wrap tape, washers, bolts 7014593 02/04/2021 Face masks, broom, flashlight, headlamp, knife, adapter set P7377 02/12/2021 KING'S PAINT AND PAPER INC. Invoice Date Description A0307385 02/04/2021 Depot Hill handrail angle sashes, brush, paint A0307418 02/05/2021 Paint for graffiti removal, recycle tray, mightypro cover, tape P7378 02/12/2021 LA020821 Description LA020821 02/08/2021 Instructor payment P7379 02/12/2021 MILLER'S TRANSFER & STORAGE CO. Invoice Date Description 92730 02/02/2021 February record storage P7380 02/12/2021 MISSION LINEN SUPPLY Invoice Date Description 92730 02/03/2021 Corp. yard linen service, mats, towels 514168473 02/08/2021 Recreation towels, mops, mats MISSION PRINTERS		1613081	01/21/2021	Brass brush, pressure washer no	ozzle, soap blaster nozzle	\$46.77	
0620624		7621141	02/04/2021	Rust stopper, tape measure, mag	gnetic protractor	\$30.95	
7615087 02/04/2021 Urethane, blade kit, bucket, pencils		9034781	02/02/2021	Lumber, paint, wired earbuds		\$67.12	
9620822 02/02/2021 Deco stones, lock nuts, hex nuts, pipe wrap tape, washers, bolts 7014593 02/04/2021 Face masks, broom, flashlight, headlamp, knife, adapter set 87377 02/12/2021		0620624	02/01/2021	Angle finder, lumber		\$68.87	
7014593 02/04/2021 Face masks, broom, flashlight, headlamp, knife, adapter set		7615087	02/04/2021	Urethane, blade kit, bucket, pend	tils	\$118.22	
97377 02/12/2021		9620822	02/02/2021	Deco stones, lock nuts, hex nuts,	, pipe wrap tape, washers, bolts	\$131.30	
Invoice		7014593	02/04/2021	Face masks, broom, flashlight, he	eadlamp, knife, adapter set	\$183 77	
A0307385 O2/04/2021 Depot Hill handrail angle sashes, brush, paint	97377	02/12/2021			KING'S PAINT AND PAPER INC.		\$281.28
97378 02/12/2021		Invoice	Date	Description		Amount	
97378 02/12/2021		A0307385	02/04/2021	Depot Hill handrail angle sashes,	brush, paint	\$59.69	
Invoice		A0307418	02/05/2021	Paint for graffiti removal, recycle	tray, mightypro cover, tape	\$221.59	
LA020821	97378	02/12/2021			LAURA ALIOTO		\$1,053.00
97379 02/12/2021		Invoice	Date	Description		Amount	
Invoice		LA020821	02/08/2021	Instructor payment		\$1,053 00	
92730 02/02/2021 February record storage 97380 02/12/2021	97379	02/12/2021			MILLER'S TRANSFER & STORAGE CO.		\$189.60
97380 02/12/2021		Invoice	Date	Description		Amount	
Invoice		92730	02/02/2021	February record storage		\$189.60	
514136840 02/03/2021 Corp. yard linen service, mats, towels 514162873 02/08/2021 Recreation towels, mops, mats 97381 02/12/2021 MISSION PRINTERS Invoice Date Description	97380	02/12/2021			MISSION LINEN SUPPLY		\$167.66
514162873 02/08/2021 Recreation towels, mops, mats 97381 02/12/2021 MISSION PRINTERS Invoice Date Description		Invoice	Date	Description		Amount	
97381 02/12/2021 MISSION PRINTERS Invoice Date Description		514136840	02/03/2021	Corp. yard linen service, mats, to	owels	\$92.66	
Invoice Date Description		514162873	02/08/2021	Recreation towels, mops, mats		\$75 00	
	97381	02/12/2021			MISSION PRINTERS		\$260.32
61313 01/29/2021 Business cards		Invoice	Date	Description		Amount	
		61313	01/29/2021	Business cards		\$260 32	
97382 02/12/2021 NORTH BAY FORD	97382	02/12/2021			NORTH BAY FORD		\$1,444.34
Invoice Date Description		Invoice	Date	Description		Amount	
347819 01/04/2021 2011 Ford Crown Victoria rear main seal replacement		347819	01/04/2021	2011 Ford Crown Victoria rear m	ain seal replacement	\$1,444.34	

heck Number	Invoice Number	Invoice Date	Description		Payee Name	Transaction Amount
97383	02/12/2021				OUTDOOR SUPPLY HARDWARE	\$157.80
	Invoice	Date	Description		Amou	ınt
	C54247	02/04/2021	Hihn park rust stopper		\$16.	32
	C52812	02/01/2021	Step drill, hex nuts, flat w	ashers	\$82.	04
	C56833	02/08/2021	Hihn park mini paint rolle		\$8.	70
	C53540	02/02/2021	Duct tape, staples, staple	-	\$50.	74
			1000 - General Fund	\$75.76		
			1311 - Wharf Fund	\$82.04		
97384	02/12/2021				PALACE BUSINESS SOLUTIONS	\$88.00
	Invoice	Date	Description		Amou	ınt
	600401-0	02/05/2021	Binder clips, pad, notebo 2210 - Stores Fund	oks, hi-lighters, disi	nfectant wipes \$88.	00
97385	02/12/2021				PETERSON CATERPILLAR	\$768.06
	Invoice	Date	Description		Amou	ınt
	PC080183509	01/23/2021	924M loader parts		\$873.	44
	PC080183554	01/27/2021	926M loader parts		\$181.	49
	PC080018875	01/27/2021	926M loader returned en	d edge	(\$286.8	37)
97386	02/12/2021				PRINTING SYSTEMS INC	\$153.34
	Invoice	Date	Description		Amor	ınt
	217481	12/08/2020	Business license envelop	es (1,000)	\$153.	34
97387	02/12/2021				SAN LORENZO LUMBER	\$488.67
	Invoice	Date	Description		Amor	unt
	55-0613297	02/01/2021	Hihn park cedar hand rai	1	\$115	54
	55-0613324	02/01/2021	Wrecking bar		\$21	57
	55-0613318	02/01/2021	Wharf lumber		\$252.	80
	55-0613373	02/01/2021	Wharf hex nuts, washers	, all thread rods	\$98	76
			1000 - Genral Fund	\$137.11		
			1311 - Wharf Fund	\$351.56		
97388	02/12/2021				SANTA CRUZ COUNTY ANIMAL SHELTER	\$13,936.80
	Invoice	Date	Description		Amo	
	20/21-3CA	01/31/2021	Quarterly animal shelter	contribution	\$13,936	80
97389	02/12/2021				SANTA CRUZ COUNTY AUDITOR-CONTROLLER	\$6,918.50
	Invoice	Date	Description		Amo	
	SCC013121	01/31/2021	January citation processi	ing	\$6,918	50
97390	02/12/2021				SANTA CRUZ COUNTY DEPT OF PUBLIC WORKS	\$25.00
	Invoice	Date	Description		Amo	
	39659	01/31/2021	Hazardous waste charge	es	\$25	00

Check Number	Invoice Number	Invoice Date	Description		Payee Name		ransaction mount
97391	02/12/2021				SOQUEL CREEK WATER DISTRICT		\$2,634.31
	Invoice	Date	Description			Amount	
	42-14952-0012821	01/28/2021	Cortez Park irrigation			\$128.81	
	42-15297-0012821	01/28/2021	426 Capitola Ave. irrigation			\$125.63	
	42-15751-012821	01/28/2021	2005 Wharf Road irrigation			\$54.20	
	42-15969-0012821	01/28/2021	Lawn Way irrigation			\$54.20	
	42-16122-0012821	01/28/2021	Esplanade fountain irrigatio	n		\$54 32	
	42-10504-0012821	01/28/2021	Cliff Drive irrigation			\$54.20	
	42-11090-012821	01/28/2021	Capitola Road irrigation			\$125.63	
	42-11467-0012821	01/28/2021	Jade Street park irrigation			\$675.00	
	42-11517-0012821	01/28/2021	41st Ave. irrigation			\$125 63	
	42-14404-0012821	01/28/2021	Monterey Ave. Nobel Gulch	Park irrigation		\$54.20	
	42-16130-0012821	01/28/2021	Wharf Road irrigation	_		\$54.20	
	42-16136-0012821	01/28/2021	1400 Wharf Road irrigation			\$144.48	
	42-16407-0012821	01/28/2021	Bay Ave. irrigation			\$54.20	
	34-18508-0012721	01/27/2021	1510 McGregor Drive wate	r service		\$42.67	
	42-14431-012821	01/28/2021	Monterey Ave. irrigation			\$602.21	
	42-17688-0012821	01/28/2021	Lawn Way irrigation			\$79.74	
	42-18238-0012821	01/28/2021	Capitola Road irrigation			\$54.20	
	06-14476-0020321	02/03/2021	430 Kennedy Drive water			\$150.79	
			1000 - General Fund	\$2,489.83			
			1311 - Wharf Fund	\$144.48			
				•			
97392	02/12/2021				SPECTRUM BUSINESS		\$4,232.63
	Invoice	Date	Description			Amount	
	0000178020121	02/01/2021	February internet service			\$4,232.63	
			1000 - General Fund	\$2,052.38			
			2211 - IT Fund	\$2,180.25			
97393	02/12/2021				THE CLEANING MACHINE INC.		\$2,760 00
	Invoice	Date	Description			Amount	
	6453	11/25/2020	Village sidewalk pressure v	vashing (paid by B	IA)	\$2,760.00	
			1321 - BIA				
97394	02/12/2021				TODD HANSON		\$2,668.00
	Invoice	Date	Description			Amount	
	0005	02/01/2021	BIA communication & mark	ceting, social media	a boost	\$2,668.00	
			1321 - BIA				
97395	02/12/2021				US BANK EQUIPMENT FINANCE		\$315.01
	Invoice	Date	Description			Amount	
	434754933	01/28/2021	City Hall copier lease			\$315.01	
			2210 - Stores Fund				
97396	02/12/2021				ZEP SALES & SERVICE		\$199 79
	Invoice	Date	Description			Amount	
	9005939956	02/03/2021	Zep write away graffiti rem	oval		\$199.79	
97397	02/12/2021				Sterling Jewelers		\$454.00
	Invoice	Date	Description			Amount	
	SJ020521	02/05/2021	Business license refund			\$454 00	
						_	601.070.00
Check To	tais:						\$61,270.99

Check		City	Checks issued re	Diuaiy 12, 2021		Transation
Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
EFT						
1081	02/08/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT		\$ 650.71
	Invoice	Date	Description		Amount	
	0-037-233-824	02/06/2021	State tax employee final paycheck 1001 - Payroll		\$650.71	
1082	02/08/2021			INTERNAL REVENUE SERVICE		\$2,424.25
	Invoice	Date	Description		Amount	
	93845514	02/06/2021	Federal taxes & Medicare employee final pay 1001 - Payroll	check	\$2,424.25	
1083	02/08/2021			VOYA FINANCIAL		\$19,500.00
	Invoice	Date	Description		Amount	
	VOYA020621	02/06/2021	457 contribution for employee final paycheck 1001 - Payroll		\$19,500.00	
1084	02/11/2021			WELLS FARGO BANK		\$1,162.28
	Invoice	Date	Description		Amount	
	WF021121	02/11/2021	February client analysis services		\$1,162.28	
EFT Total	ds:					\$23,737.24
Library						
245	02/12/2021			JAMES P ALLEN		\$1,300.00
	Invoice	Date	Description		Amount	
	JA13121	01/31/2021	Library arborist services		\$1,300.00	
Library To	otals:					\$1,300.00
Main City	/ Totals		Count	t		Total
Checks			35	i		\$61,270.99
EFTs			4	L		\$23,737.24
All			39			\$85,008.23
Library T Checks	otals		1			\$1,300.00
EFTs			·			\$0.00
All			1			\$1,300.00
Payroll T	otals					
Checks			2	2		\$5,204.62
EFTs			98			\$162,225.72
All			100)		\$167,430.34
Grand To	otals:					667 776 6
Checks			38			\$67,775.61
EFTs			102			\$185,962.96
All			140)		\$253,738.57

City main account checks dated February 19, 2021, numbered 97398 to 97449, totaling \$63,490.78, 5 EFTs totaling \$94,828.94, 4 library checks totaling \$298,007.85, for a grand total of \$456,327.57, have been reviewed and authorized for distribution by the City Manager.

As of February 19, 2021, the unaudited cash balance is \$4,011,921.03.

CASH POSITION - CITY OF CAPITOLA February 19, 2021

	2/19/2021
General Fund	\$ (1,521,870.35)
Payroll Payables	\$ 34,047.36
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,795,128.43
Stores Fund	\$ 64,580.49
Information Technology Fund	\$ 288,385.75
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ (106,701.68)
Workers' Comp. Ins. Fund	\$ 124,704.29
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,011,921.03

The Emergency Reserve Fund balance is \$1,374,205.54 (not included above).

The PERS Contingency Fund balance is \$984,236.13 (not included above).

The <u>Library Fund</u> balance is \$2,668,909.07 (not included above).

Jamie Goldstein, City Manager

Jim Malberg, City Treasurer

Date

Date

Check Number	Invoice Number	Invoice Date	Description		Payee Name		Transaction Amount
97398	02/19/2021				ADT SECURITY SERVICES INC.		\$213.46
	Invoice	Date	Description			Amount	
	ADT012921	01/29/2021	Corp. yard & museum A	DT monitoring		\$213.46	
97399	02/19/2021				ALVAREZ TECHNOLOGY GROUP INC		\$222.50
	Invoice	Date	Description			Amount	
	58275	02/17/2021	March antivirus			\$222.50	
			2211 - IT Fund				
97400	02/19/2021				AMAZON CAPITAL SERVICES		\$575.82
	Invoice	Date	Description			Amount	
	1LHQ-XHG9-KFDQ	02/12/2021	Automatic flush retrofit i	tits, door strike & keepers		\$391.75	
	1C6V-LDXT-XVV7	02/12/2021	Webcam	•		\$54.49	
	1WKR-QWF1-4C9K	02/15/2021	Webcam			\$54.49	
	1QW6-1DXQ-RJJM	02/16/2021	HP ink cartridges			\$75.09	
			1000 - General Fund	\$391.75			
			2210 - Stores Fund	\$75.09			
			2211 - IT Fund	\$108.98			
97401	02/19/2021				AMERICAN TRAFFIC SOLUTIONS INC.		\$10,956.69
3,40,	Invoice	Date	Description		AMERICAN TO COLOTIONS INC.	Amount	\$10,000.00
	INV0005771	02/11/2021	July - December red ligi	nt revenue		\$10,956.69	
	11440003771	02/11/2021	July - December red ligh	Rievende		\$10,930.09	
97402	02/19/2021				BAY AREA POLYGRAPH		\$300.00
	Invoice	Date	Description			Amount	
	1031	02/11/2021	PD employee polygraph	1		\$300.00	
97403	02/19/2021				BIG CREEK LUMBER		\$481.20
	Invoice	Date	Description			Amount	
	1487058	02/09/2021	Wharf lumber, wood sci 1311 - Wharf	'ews, saw, razor blade, ex	tension cord	\$481.20	
97404	02/19/2021				CALE AMERICA INC.		\$1,829.00
	Invoice	Date	Description			Amount	
	162530	01/30/2021	January active meters			\$1,829.00	
97405	02/19/2021				CAPITOLA PEACE OFFICERS ASSOCIATION		\$1,364.00
	Invoice	Date	Description			Amount	
	POA020621	02/06/2021	POA and gym dues PP	F 2/6/21		\$1,364.00	
			1001 - Payroll			.,,	
97406	02/19/2021				DIXON AND SON INC.		\$164.24
	Invoice	Date	Description			Amount	
	230169	01/25/2021	Flat repair on CAT load	er		\$164.24	
97407	02/19/2021				EIDE BAILLY LLP		\$9,486.00
	Invoice	Date	Description			Amount	
	EI01092022	02/15/2021	FY19/20 audit services			\$6,974.00	
						\$2,512.00	

City of Capitola City Checks Issued February 19, 2021

Check Number	Invoice Number	Invoice Date	Description		Payee Name		Fransaction Amount
97408	02/19/2021			-	EQUITABLE		\$2,539.68
	Invoice	Date	Description			Amount	
	1193937	01/12/2021	February LTD, STD, AD&I	D, life insurance		\$2,539.68	
			1000 - General Fund	\$161.37			
			1001 - Payroll	\$2,378.31			
97409	02/19/2021				FBINAA		\$125.00
	Invoice	Date	Description			Amount	
	47705-2021	02/17/2021	FBINAA membership due	s ID#47705		\$125.00	
97410	02/19/2021				FERGUSON ENTERPRISES INC 795		\$77.76
	Invoice	Date	Description			Amount	
	9025240	02/10/2021	Bathroom supplies			\$77.76	
97411	02/19/2021				FLYERS ENERGY LLC		\$1,244.87
	Invoice	Date	Description			Amount	
	19-986761C	11/19/2019	Credit 152 gallons diesel			(\$597.90)	
	20-220838	11/18/2020	289 gallons gasoline			\$916.06	
	19-897997C	04/30/2019	Credit for payment made	on wrong account		(\$753.64)	
	21-255177	01/25/2021	60 gallons diesel			\$208.91	
	21-255175	01/25/2021	422 gallons gasoline			\$1,471.44	
97412	02/19/2021				FRANCHISE TAX BOARD		\$399.27
	Invoice	Date	Description			Amount	
	JK-226-3985-4	02/06/2021	Employee garnishment Pf	PE 2/6/21		\$399.27	
			1001 - Payroll				
97413	02/19/2021				GARDAWORLD		\$209.67
	Invoice	Date	Description			Amount	
	10618675	02/01/2021	February armored car ser	vice		\$209.67	
97414	02/19/2021				HEALTH EDUCATION SERVICES		\$136.85
	Invoice	Date	Description			Amount	
	26667	02/04/2021	AED replacement batterie	s		\$136.85	
97415	02/19/2021				HOME DEPOT CREDIT SERVICES		\$1,242.81
	Invoice	Date	Description			Amount	
	1035885	02/10/2021	Soft foam, faux black leath	her		\$48.45	
	0015279	02/11/2021	Small tools			\$42.55	
	3633691	02/08/2021	Toilet wax ring, screwdrive	er set, drain gun, auge	er, plunger	\$445.59	
	2621961	02/09/2021	Post hole digger, shovel, s	saw, shears, bucket, t	tape	\$211.60	
	1633887	02/10/2021	Sleeve anchor, hammer b	it, rotary hammer		\$255.04	
	1015137	02/10/2021	Pencils, chisel, concrete n	nix		\$149.33	
	0511195	02/11/2021	Shovel, gloves, batteries,	earphones		\$90.25	
			1000 - General Fund	\$881.88			
			1311 - Wharf Fund	\$360.93			
97416	02/19/2021				HUMBOLDT PETROLEUM LLC		\$13.00
	Invoice	Date	Description			Amount	
	089910	02/10/2021	Car wash			\$6.50	
	089878	01/31/2021	Car wash			\$6.50	

neck umber	Invoice Number	Invoice Date	Description		Payee Name		ransaction mount
97417	02/19/2021				INTERNATIONAL BRONZE PLAQUE COMPANY		\$139.00
	Invoice	Date	Description			Amount	
	21-57592	02/11/2021	Memorial bench plaque			\$139.00	
7418	02/19/2021				KBA Document Solutions LLC		\$121.71
	Invoice	Date	Description			Amount	
	55Y1155794	02/10/2021	City Hall copier usage char	rges		\$22.85	
	55Y1156356	02/16/2021	City Hall copier usage char 2211 - IT Fund	rges		\$98.86	
7419	02/19/2021				KING'S PAINT AND PAPER INC.		\$70.39
	Invoice	Date	Description			Amount	
	A0307752	02/16/2021	Paint, mightypro cover for	graffiti removal		\$70.39	
7420	02/19/2021				LANGUAGE LINE SERVICES INC		\$3.76
	Invoice	Date	Description			Amount	
	4941289	01/31/2021	Language translation			\$3.76	
7421	02/19/2021				LUXLAUNDER		\$952.07
-	Invoice	Date	Description			Amount	
	LL013121	01/31/2021	PD mat cleaning Sept Ja	anuary		\$542.08	
	LL013121-2	01/31/2021	January uniform cleaning	,		\$409.99	
7422	02/19/2021				MASTER CLEANERS		\$130.2
	Invoice	Date	Description			Amount	
	MC013121	01/31/2021	January uniform cleaning			\$130.25	
7423	02/19/2021				MBASIA		\$1,783.70
	Invoice	Date	Description			Amount	
	MBA20-0509	02/09/2021	Liability claim			\$1,783.70	
			2213 - Self Insurance Liab	bility			
97424	02/19/2021				MISSION LINEN SUPPLY		\$133.45
	Invoice	Date	Description			Amount	
	514185629	02/10/2021	Fleet towels, uniform clear	ning		\$36.50	
	514185630	02/10/2021	Corp. yard linen service, n	nats, towels		\$96.95	
7425	02/19/2021				OUTDOOR SUPPLY HARDWARE		\$322.67
	Invoice	Date	Description			Amount	
	C57742	02/10/2021	Right angle attachment, a	nvil, socket, nut driver	, hole digger	\$191.12	
	C57183	02/09/2021	Shovel, gloves, sanding di	iscs, sandpaper, epox	ry, cables	\$131.55	
97426	02/19/2021				PACIFIC GAS & ELECTRIC		\$14,014.00
	Invoice	Date	Description			Amount	
	PGE021221-acct9	02/12/2021	Monthly gas & electricity			\$12,827.25	
	PGE021121-acct0	02/11/2021	Wharf Road Rispin Mansi	on utilities		\$9.86	
	PGE021221-acct5	02/12/2021	Pacific Cove parking lot ut			\$1,176.89	
			1000 - General Fund	\$6,121.25			
			1300 - SLESF	\$148.15			
			1310 - Gas tax	\$6,696.17			
			1311 - Wharf	\$1,048.43			

City of Capitola City Checks Issued February 19, 2021

heck lumber	Invoice Number	Invoice Date	Description	Payee Name		ransaction mount
97427	02/19/2021			PALACE BUSINESS SOLUTIONS		\$292.55
	Invoice	Date	Description		Amount	
	600872-0	02/11/2021	Pens, paper		\$122.90	
	600438-0	02/09/2021	Webcams (4)		\$169.65	
97428	02/19/2021			RYDIN DECAL		\$340.53
	Invoice	Date	Description		Amount	
	377029	02/09/2021	Surf and coffee parking permits		\$340.53	
97429	02/19/2021			SANTA CRUZ AUTO PARTS INC.		\$53.78
	Invoice	Date	Description		Amount	
	14508-397071	02/09/2021	Tail light assembly		\$53.78	
			,			
97430	02/19/2021			SANTA CRUZ COUNTY INFORMATION SERVICES		\$640.81
	Invoice	Date	Description		Amount	
	SCC012821	01/28/2021	February open query scan charges		\$640.81	
97431	02/19/2021			SANTA CRUZ FIRE EQUIPMENT CO.		\$226.60
57 451	Invoice	Date	Description	CANAN CHOLINE EQUI MENT CO.	Amount	\$220.00
	107046	02/05/2021	Extinguisher maintenance		\$226.60	
			· ·			
97432	02/19/2021			SANTA CRUZ MUNICIPAL UTILITIES		\$296.66
	Invoice	Date	Description		Amount	
	SCMU013121	01/31/2021	January water service for medians		\$296.66	
97433	02/19/2021			SHIELDS CONSULTING GROUP INC.		\$1,750.00
	Invoice	Date	Description		Amount	,
	18-21-3	02/14/2021	State mandated cost reimbursement claims		\$1,750.00	
97434	02/19/2021			SILICON VALLEY MONTEREY BAY COUNCIL BSA		\$561.00
	Invoice	Date	Description		Amount	
	2321	02/03/2021	Explorer youth and adult memberships		\$561.00	
97435	02/19/2021			SIRCHIE		\$ 155.81
9/433	Invoice	Date	Description	SINOTILE	Amount	\$155.01
	0480698-IN	02/09/2021	Evidence supplies		\$155.81	
	0400030-111	02/03/2021	Evidence supplies		4 100.01	
97436	02/19/2021			STAPLES ADVANTAGE		\$75.84
	Invoice	Date	Description		Amount	
	8061121993	01/30/2021	Office supplies		\$75.84	
97437	00/40/2024			THE HOME DEPOT PRO		\$771.32
	02/19/2021	Date	Description	THE HOME DEPOT FIND	Amount	₩111.JZ
	Invoice 599399367	02/09/2021	Janitorial supplies		\$771.32	
	5353550 <i>1</i>	02/03/2021	variational aupplica		ŢZ	
97438	02/19/2021			TYLER BUSINESS FORMS		\$61.99
31430	Invoice	Date	Description		Amount	

heck umber	Invoice Number	Invoice Date	Description		Payee Name		ransaction mount
97439	02/19/2021				UNITED PARCEL SERVICE		\$13.80
	Invoice	Date	Description			Amount	
	0000954791071	02/13/2021	PD shipping			\$6.90	
	0000954791061	02/06/2021	PD shipping			\$6.90	
	2014010004						2407.40
97440	02/19/2021	5 .	.		US BANK EQUIPMENT FINANCE		\$187.42
	Invoice	Date	Description			Amount	
	435226386	02/03/2021	City Hall & Recreation cop			\$187.42	
			1000 - General Fund	\$26.06			
			2210 - Stores Fund	\$161.36			
97441	02/19/2021				US BANK EQUIPMENT FINANCE		\$103.57
	Invoice	Date	Description			Amount	
	435226113	02/03/2021	Recreation copier lease			\$103.57	
07442	00/40/2024				US BANK EQUIPMENT FINANCE		\$288.83
97442	02/19/2021	D-4-	Di-ti		US BANK EQUIPMENT FINANCE	Amount	\$200.03
	Invoice	Date	Description			Amount	
	435226923	02/03/2021	PD copier lease			\$288.83	
97443	02/19/2021				US BANK PARS Acct 6746022400		\$1,236.03
	Invoice	Date	Description			Amount	
	PARS020621	02/06/2021	PARS contributions PPE	2/6/21		\$1,236.03	
			1001 - Payroli				
97444	02/19/2021				WE ALL RIDE SANTA CRUZ		\$105.61
J, 444	Invoice	Date	Description		THE NEED THAT STOP	Amount	• 100.0
	4167576	01/20/2021	High gloss clear coat, mic	rofiber towel oil ins	sect remover	\$105.61	
	4107575	0112012021	riigii giooo olear eeat, iiile			• • • • • • • • • • • • • • • • • • • •	
97445	02/19/2021				WELLS FARGO BANK		\$2,370.81
	Invoice	Date	Description			Amount	
	WF020321	02/03/2021	January credit card charge	es		\$2,370.81	
			1000 - General Fund	\$1,638.80			
			1350 - Public Art	\$99.00			
			2210 - Stores Fund	\$11.51			
			2211 - IT Fund	\$621.50			
			Purchases over \$500:				
			None				
97446	02/19/2021				WITMER-TYSON IMPORTS INC.		\$4,600.00
	Invoice	Date	Description			Amount	
	T13747	10/13/2020	8/31 - 9/25 K-9 patrol clas	s		\$3,300.00	
	T13788	11/10/2020	October K-9 training			\$650.00	
	T13853	12/17/2020	November K-9 training			\$650.00	
							**= *:
97447	02/19/2021				Abraham Camacho		\$37.00
	Invoice	Date	Description			Amount	
	AC020421	02/04/2021	Live scan fingerprinting re	imbursement		\$37.00	
97448	02/19/2021				Connie Benton		\$36.00
97448	02/19/2021 Invoice	Date	Description		Connie Benton	Amount	\$36.00

City of Capitola City Checks Issued February 19, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
97449	02/19/2021			Noah Sherin		\$32.00
	Invoice	Date	Description		Amount	
	NS020421	02/04/2021	Live scan fingerprinting reimbursement		\$32.00	
Check To	tals:					\$63,490.78
EFT						
1085	02/16/2021			CalPERS Member Services Division		\$52,310.19
	Invoice	Date	Description		Amount	
	1001784344-7	02/12/2021	PERS contributions PPE 2/6/21		\$52,310.19	
			1001 - Payroll			
1086	02/16/2021			EMPLOYMENT DEVELOPMENT DEPARTMENT		\$7,549.49
	Invoice	Date	Description		Amount	
	1-596-069-024	02/06/2021	State taxes PPE 2/6/21		\$7,549.49	
			1001 - Payroll			
1087	02/16/2021			INTERNAL REVENUE SERVICE		\$26,226.81
	Invoice	Date	Description		Amount	*==,====
	85896936	02/06/2021	Federal taxes & Medicare PPE 2/6/21		\$26,226.81	
			1001 - Payroll		,	
1088	02/16/2021			STATE DISBURSEMENT UNIT		\$652.61
	Invoice	Date	Description		Amount	
	34845083	02/06/2021	Employee garnishments PPE 2/6/21		\$652.61	
			1001 - Payroli			
1089	02/16/2021			VOYA FINANCIAL		\$8,089.84
	Invoice	Date	Description		Amount	
	VOYA021221	02/12/2021	457 contributions PPE 2/6/21		\$8,089.84	
			1001 - Payroll			
EFT Total	is:					\$94,828.94
Library						
246	02/19/2021			BUTANO GEOTECHNICAL ENGINEERING		\$125.00
	Invoice	Date	Description		Amount	
	5232	02/04/2021	Library footing observation		\$125.00	
247	02/19/2021			JOHN F OTTO INC ESCROW NO 02-701154		\$13,396.24
	Invoice	Date	Description		Amount	
	13814retainer	02/17/2021	January library retainer		\$13,396.24	
248	02/19/2021			NOLL AND TAM ARCHITECTS		\$29,958.01
	Invoice	Date	Description		Amount	
	0059070	02/12/2021	Library public art, donor recognition, landscape &	site changes	\$29,958.01	
249	02/19/2021			OTTO CONSTRUCTION INC.		\$254,528.60
	Invoice	Date	Description		Amount	
	13814	02/17/2021	January library construction		\$254,528.60	
Library To	otals:					\$298,007.85

Check Number Invoice Number	Invoice Date Description	Payee Name	Transaction Amount
Main City Totals		Count	Total
Checks		52	\$63,490.78
EFTs		5	\$94,828.94
All		57	\$158,319.72
Library Totals			•
Checks		4	\$298,007.85
EFTs		0	\$0.00
All		4	\$298,007.85
Grand Totals:			
Checks		56	\$361,498.63
EFTs		5	\$94,828.94
All		61	\$456,327.57

City main account checks dated February 26, 2021, numbered 97450 to 97482, totaling \$44,914.58, 1 EFT totaling \$135.00, 1 library check totaling \$510.00 and 91 payroll EFTs totaling \$158,706.78, for a grand total of \$204,266.36, have been reviewed and authorized for distribution by the City Manager.

As of February 26, 2021, the unaudited cash balance is \$4,767,626.93.

CASH POSITION - CITY OF CAPITOLA February 26, 2021

	2/26/2021
General Fund	\$ (868,122.06)
Payroll Payables	\$ 160,995.54
Contingency Reserve Fund	\$ 2,061,345.66
Facilities Reserve Fund	\$ 522,829.72
Capital Improvement Fund	\$ 1,774,646.31
Stores Fund	\$ 64,181.32
Information Technology Fund	\$ 284,276.47
Equipment Replacement	\$ 583,832.92
Self-Insurance Liability Fund	\$ (106,701.68)
Workers' Comp. Ins. Fund	\$ 124,704.29
Compensated Absences Fund	\$ 165,638.44
TOTAL UNASSIGNED GENERAL FUNDS	\$ 4,767,626.93

The <u>Emergency Reserve Fund</u> balance is \$1,374,205.54 (not included above). The <u>PERS Contingency Fund</u> balance is \$981,012.77 (not included above). The <u>Library Fund</u> balance is \$2,668,399.07 (not included above).

Jamie Goldstein, City Manager

Jim Malberg, City Treasurer

11

Date

Date

Attachment: 2-26-21 Check Register (Approval of City Check Registers)

City Checks Issued February 26, 2021

Check Number	Invoice Number	Invoice Date	Description		Payee Name		Fransaction Amount
97450	02/26/2021				ADAMS ASHBY GROUP INC		\$1,187.50
	Invoice	Date	Description			Amount	
	3398	02/01/2021	CDBG CV general adm	nin., review staff reports, ad h	oc meetings	\$1,187.50	
			1350 - CDBG Grants				
97451	02/26/2021				ALLSAFE LOCK COMPANY		\$37.44
	Invoice	Date	Description			Amount	
	53048	02/19/2021	Keys			\$37.44	
97452	02/26/2021				AMAZON CAPITAL SERVICES		\$445.08
	Invoice	Date	Description			Amount	
	1N4D-X1K9-WDWX	02/21/2021	Packaging tape			\$26.30	
	1VXY-3L4H-J4NV	02/20/2021	Webcams (4)			\$176.60	
	17Y9-L9JN-LHGK	02/16/2021	Plastic bottles for saniti	zer		\$42.83	
	1RJR-YGNN-CDP7	02/23/2021	HP laser jet toner			\$199.35	
			1000 - General Fund	\$42.83			
			2210 - Stores Fund	\$225.65			
			2211 - IT Fund	\$176.60			
97453	02/26/2021				ANDERSON PACIFIC ENGINEERING		\$1,769.88
	Invoice	Date	Description			Amount	
	2098-43	02/22/2021	Emergency drainage re	epair on Hollister Ave.		\$1,769.88	
			1310 - Gas Tax	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		0.,. 00.00	
97454	02/26/2021				AT&T/CALNET 3		\$236.50
	Invoice	Date	Description			Amount	*******
	000016039366	02/13/2021	February telephone ser	vice		\$236.50	
			1000 - General Fund	\$185.22		7	
			2211 - IT Fund	\$51.28			
97455	02/26/2021				AT&T/CALNET 3		\$1,187.84
	Invoice	Date	Description			Amount	• . •
	000016040034	02/13/2021	February T-1 access			\$1,187.84	
						4 1,101.01	
97456	02/26/2021				AUTOMATION TEST ASSOCIATES		\$40.00
	Invoice	Date	Description			Amount	
	49017	02/22/2021	February wharf meter re	eading		\$40.00	
			1311 - Wharf Fund				
97457	02/26/2021				BEN'S MOTORCYCLE WORKS		\$1,443.93
	Invoice	Date	Description			Amount	
	7091	02/17/2021	2007 BMW R1200 gas	kets, oil change, tires, brake	pads	\$1,443.93	
97458	02/26/2021				CSMFO		\$110.00
	Invoice	Date	Description			Amount	
	300006608	02/24/2021	CSMFO annual member	ership for Senior Accountant		\$110.00	
97459	02/26/2021				CAROLYN FLYNN		\$1,812.50
	Invoice	Date	Description			Amount	
	CBF-1-2021	02/03/2021	January affordable hou	sing program management		\$1,450.00	
	CBF-LEAP-1-2021	02/03/2021	January LEAP grant pro	ofessional services		\$362.50	
			5552 - Housing Succes	ssor			

Attachment: 2-26-21 Check Register (Approval of City Check Registers)

City of Capitola City Checks Issued February 26, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
97460	02/26/2021			COMMUNITY TELEVISION OF SC COUNTY		\$1,483.50
	Invoice	Date	Description		Amount	
	2883	12/10/2020	November televised meetings		\$688.00	
	2905	02/23/2021	January televised meetings		\$795.50	
97461	02/26/2021			CSG Consultants Inc.		\$150.00
	Invoice	Date	Description		Amount	
	B210025	02/01/2021	January building plan review services		\$150.00	
97462	02/26/2021			DLT SOLUTIONS LLC		\$3,881.40
	Invoice	Date	Description		Amount	
	SI510014	02/18/2021	Backup system licensing		\$3,881.40	
			2211 - IT Fund			
97463	02/26/2021			FEDERAL EXPRESS		\$35.87
	Invoice	Date	Description		Amount	
	7-282-20293	02/19/2021	SB90 reimbursement claims postage		\$35.87	
97464	02/26/2021			FERGUSON ENTERPRISES		\$2,311.08
	Invoice	Date	Description		Amount	
	9025240-1	02/17/2021	Bathroom supplies		\$1,153.91	
	9048151	02/19/2021	Esplanade bathrooms supplies		\$1,157.17	
97465	02/26/2021			FIRST ALARM		\$215.16
	Invoice	Date	Description		Amount	
	593996	02/15/2021	Community Center quarterly intrusion system monitor	oring	\$215.16	
97466	02/26/2021			FLYERS ENERGY LLC		\$4,029.59
	Invoice	Date	Description		Amount	
	21-259604	01/29/2021	116 gallons diesel		\$403.91	
	21-259353	01/29/2021	365 gallons gasoline		\$1,287.88	
	21-262023	02/05/2021	80 gallons diesel		\$288.65	
	21-262022	02/05/2021	379 gallons gasoline		\$1,325.46	
	21-268305	02/17/2021	Coaxial hoses		\$723.69	
97467	02/26/2021			KIMLEY HORN AND ASSOCIATES INC		\$3,300.00
	Invoice	Date	Description		Amount	
	18178716	01/31/2021	Stop warrant analysis & pedestrian safety improvem 1200 - CIP	ents	\$3,300.00	
97468	02/26/2021			KING'S PAINT AND PAPER INC.		\$57.02
	Invoice	Date	Description		Amount	,
	A0307982	02/23/2021	Shop paint supplies		\$57.02	
97469	02/26/2021			LAURA ALIOTO		\$271.50
	Invoice	Date	Description		Amount	
	LA021821	02/18/2021	Instructor payment		\$271.50	
97470	02/26/2021			MID COUNTY AUTO SUPPLY		\$78.01
	Invoice	Date	Description		Amount	
	MID-1168280	02/22/2021	2006 F550 transmission filter kit, cartridge filter		\$49.96	
	MID-1168314	02/22/2021	Putty		\$28.05	

City Checks Issued February 26, 2021

heck lumber	Invoice Number	Invoice Date	Description	Payee Name		Fransaction Amount
97471	02/26/2021			MISSION LINEN SUPPLY		\$109.62
	Invoice	Date	Description		Amount	
	514216364	02/17/2021	Fleet uniform cleaning, towels		\$34.62	
	514249457	02/22/2021	Recreation mats, mops, towels		\$75.00	
97472	02/26/2021			MOFFATT AND NICHOL		\$17,182.12
	Invoice	Date	Description		Amount	
	757828	01/29/2021	Wharf permitting, jetty bid support and expenses		\$5,722.87	
	758407	02/24/2021	Wharf design, permitting, jetty/flume bid support & 1200 - CIP	specs	\$11,459.25	
97473	02/26/2021			NORTH BAY FORD		\$93.37
	Invoice	Date	Description		Amount	
	279939	02/10/2021	2008 F250 rod		\$15.19	
	280003	02/16/2021	Door scuff plate		\$16.37	
	280081	02/22/2021	Transmission fluid		\$61.81	
97474	02/26/2021			PALACE BUSINESS SOLUTIONS		\$173.52
	Invoice	Date	Description		Amount	
	601768-0	02/23/2021	Tape, labels, paper, pen, notes		\$173.52	
			2210 - Stores Fund			
97475	02/26/2021			ROBERT M PATTERSON		\$100.00
	Invoice	Date	Description		Amount	
	RMP020421	02/04/2021	Citation administrative hearings (2)		\$100.00	
97476	02/26/2021			SANTA CRUZ SENTINEL		\$420.80
	Invoice	Date	Description		Amount	
	0001280527	01/31/2021	January planning legal notices		\$420.80	
97477	02/26/2021			SHORELIFE COMMUNITY CHURCH		\$150.00
	Invoice	Date	Description		Amount	
	105	02/01/2021	February OST room rentals		\$150.00	
97478	02/26/2021			UNITED STATES POSTAL SERVICE		\$6.90
	Invoice	Date	Description		Amount	
	0000954791081	02/20/2021	PD shipping		\$6.90	
97479	02/26/2021			Anne Berg		\$121.50
	Invoice	Date	Description		Amount	
	2005053.002	02/17/2021	Class refund		\$121.50	
7480	02/26/2021			Axon Enterprise Inc.		\$990.00
	Invoice	Date	Description		Amount	
	SI-1687701	09/30/2020	Taser instructor school		\$990.00	
97481	02/26/2021			Dharmesh Kharsan		\$1,446.95
	Invoice	Date	Description		Amount	
	20-0460	02/08/2021	2110 41st Ave. design permit/CUP deposit refund		\$1,446.95	

City of Capitola

City Checks Issued February 26, 2021

Check Number	Invoice Number	Invoice Date	Description	Payee Name		Transaction Amount
97482	02/26/2021	<u>.</u>		Jeron Wong		\$36.00
	Invoice	Date	Description		Amount	
	200127059	02/18/2021	Citation dismissed		\$36.00	
Check To	otals:				-	\$44,914.58
EFT						
1090	02/25/2021			DISCOVERY BENEFITS		\$135.00
	Invoice	Date	Description		Amount	
	0001289816-IN	01/31/2021	January COBRA and FSA admin.		\$135.00	
EFT Tota	ts:				-	\$135.00
Library						
251	02/26/2021			KBM HOGUE		\$510.00
	Invoice	Date	Description		Amount	
	97895	02/16/2021	Library furniture warehouse storage January	uary & February	\$510.00	
Library To	otals:				-	\$510.00
Main City	/ Totals			Count		Total
Checks				33		\$44,914.58
EFTs				1		\$135.00
All				34		\$45,049.58
Library T	otals					
Checks				1		\$510.00
EFTs				0		\$0.00
All				1		\$510.00
Payroll T	otals					
Checks				0		\$0.00
EFTs				91		\$158,706.78
Ail				91		\$158,706.78
Grand To	otals:					
Checks				34		\$45,424.58
EFTs				92		\$158,841.78
A!I				126		\$204,266.36



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 11, 2021

FROM: Community Development

SUBJECT: Approve Contract with Carolyn Flynn for Professional Services Related to

Affordable Housing Programs

RECOMMENDED ACTION: Approve an amendment to the existing sole source contract (\$24,940) with Carolyn Flynn for an additional \$10,150 not to exceed \$35,090 for Fiscal Year 2020-2021 for assistance with affordable housing programs.

<u>BACKGROUND</u>: Carolyn Flynn has provided consulting assistance to the City's Community Development Department covering a wide range of grant administration activities, affordable housing administration, and economic development. From January 2013 to June 2017, Ms. Flynn provided professional management of the City's Affordable Housing Program. This included handling the re-sale and monitoring of deed-restricted affordable units, administration of active affordable housing loans, and oversight of regulatory agreements with the owners of deed-restricted affordable housing projects and mobile home parks in the City.

After 2017, Ms. Flynn's role changed to provide guidance to City staff members administering the City's affordable housing program. In January 2020, the development service technician, who administered the City's affordable housing program, retired and this position was frozen as part of the budget adjustments related to COVID-19. In the interim, the City's Associate Planner has been administering the City's affordable housing program with guidance from Carolyn Flynn.

<u>DISCUSSION</u>: Ms. Flynn has provided training and administration services during the past year in absence of the City's Development Service Technician. The 2020/2021 contract with Ms. Flynn for \$24,940 currently has a balance of \$2,827.50. The contract funds are likely to be fully utilized in the next 30 to 60 days. Staff is requesting an increase of \$10,150 to the contract for professional services to cover the rest of Fiscal Year 2020/21 in an amount not to exceed \$35,090.

The existing contract is a standard form City contract for professional services, as approved by the City Attorney. The current contract includes the following services:

- Affordable Housing Program management and training for new staff
- · As-needed professional back-up and assistance

Staff is proposing an addition service be added to the contract: the preparation of an affordable housing administrative procedures manual. This manual will assist staff in administering the

Amendment to Carolyn Flynn Contract March 11, 2021

City's affordable housing program. Ms. Flynn expects this service to take approximately 30 hours. The manual will contain the following:

- Update written procedures for the City's affordable housing program, including procedures for inclusionary housing, annual occupancy requirements, and loan balance mailings;
- Draft procedures for affordable housing loans, lending, processing, and payoffs/
- Draft procedures for City monitoring of regulatory agreements at affordable projects,
- Sales process at affordable mobile home parks and Habitat (38th & Brommer), and other procedures as identified

The contract is a sole source contract because Ms. Flynn has unique knowledge of the City's Affordable Housing Program and Community Development Department, which provides her with the required experience that no other consultant can provide without first spending a significant amount of time learning the City's financial processes, existing regulatory agreements, and existing affordable housing projects.

<u>FISCAL IMPACT</u>: Funding for this contract is available in the restricted Housing Successor Agency Program Income Fund. If approved a budget amendment in the amount of \$10,150 is included with the mid-year budget report; a later item on this same agenda.

Report Prepared By: Katie Herlihy

Community Development Director

3/5/2021

Reviewed and Forwarded by:

ie Goldstein, City Manager



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 11, 2021

FROM: City Manager Department

SUBJECT: Receive Update on Pandemic Response

<u>RECOMMENDED ACTION</u>: 1) Approve the proposed resolution ratifying Emergency Order 1-2021, rescinding Emergency Orders 1-2020 and 2-2020, and 2) make the determination that all hazards related to the worldwide spread of the coronavirus (COVID-19) as detailed in Resolution No. 4168 adopted by the City Council on March 12, 2020, still exist and that there is a need to continue action.

<u>BACKGROUND</u>: In December 2019, an outbreak of a respiratory illness linked to the novel coronavirus (COVID-19) was first identified. In March 2020, the state of California, the County of Santa Cruz, and the City of Capitola each declared a state of emergency due to the virus. Also in March, the World Health Organization declared COVID-19 a pandemic.

Since March 2020, State and local health officers have issued health orders to stop the spread of COVID-19; in Santa Cruz County this included March, April, and May Shelter-In-Place orders that were more restrictive than statewide guidance. Since then, the County Health Officer has incorporated all Orders of the State Public Health Officer, which set baseline statewide restrictions on travel and non-residential business activities.

Blueprint for a Safer Economy & Local Tier Status

On August 28, 2020, the State Monitoring List was replaced by the Blueprint for a Safer Economy. In this new system, every county in California is assigned to a tier based on its rate of new COVID-19 cases and positivity. The tiers, from most restrictive to least, are: Purple-Widespread; Red- Substantial; Orange- Moderate; and Yellow- Minimal.

At the start of this system on August 31, Santa Cruz County was placed in the Purple-Widespread tier. Originally, tier assignments were announced weekly, on Tuesdays. Since the surge in November, the California Department of Public Health (CDPH) has said that tier assignments may be announced at any time and could occur more than once a week. The table below shows where Santa Cruz County has fallen within the tier system since its implementation.

Date	Tier Assignment	Weeks in Tier
August 31	Widespread Tier	Two

September 8	Substantial Tier	Seven
October 27	Moderate Tier	Two
November 10	Substantial Tier	Two
November 16	Widespread Tier	Fifteen +

As of March 5, 40 California Counties are in the Purple-Widespread tier, 16 Counties are in the Substantial-Red tier, and two are in the Moderate-Orange tier. Our neighboring San Mateo and Santa Clara Counties are in the Substantial-Red tier, though Monterey County remains in the same Purple-Widespread tier as Santa Cruz.

Santa Cruz County Restrictions

On January 25, 2021, Governor Newsom announced that the Regional Stay-Home Order had ended for the entire state. The Blueprint for a Safer Economy orders remain in place, and Santa Cruz County remains within the Purple Widespread tier. Although the Regional Stay-Home Order is no longer in effect, all individuals living within the State of California are currently ordered to stay home or at their place of residence, except for permitted work, local shopping or other permitted errands, or as otherwise authorized.

Local Case Numbers and Statistics

As of March 5, there are 14,760 known COVID-19 cases in Santa Cruz County; of these known cases 409 are in the City of Capitola. There have been 187 deaths due to COVID-19 in our County.

In Santa Cruz County, the rate of new cases per day per 100k is at 10.7, with an adjusted case rate for tier assignment of 8.6. There is an overall positivity rate of 2.9%. For a county to move forward into the Red-Substantial tier, the rate of new cases needs to be less than 7 per 100k.

Vaccine & Testing Status

As of March 1, there have been 84,809 vaccine doses administered to Santa Cruz County residents. The County is now in Phase 1.B of the Vaccine Distribution Plan and is using a limited weekly supply to vaccinate individuals 65 and older along with workers in education, childcare, food and agriculture, fire, law enforcement, and emergency services. All members of the Capitola Police Department that wanted to be vaccinated have received both vaccine doses. As of March 4, many Out-of-School Time workers were scheduled for their first dose, who qualify for vaccines in Phase 1.B as "workers in education, childcare". Other City staff members qualify as emergency service workers and will be vaccinated on a voluntary basis as the County and individual healthcare providers' supplies allow.

The City continues to offer onsite COVID-19 rapid-testing clinic to all employees and insured household members, through the private company Virtual Hearing Solutions. The clinics are strictly for those without symptoms to reduce asymptomatic spread and are offered on a voluntary basis. Regular testing has taken place on Thursdays for the last three weeks, and staff plans to continue scheduling the onsite rapid tests on a weekly basis, at least until most City employees have received their full round of COVID-19 vaccine doses, or interest in testing wains.

COVID-19 Emergency- Update 21 & Emergency Order March 11, 2021

<u>DISCUSSION</u>: Due to the City, County, and State's emergency declarations, City departments continue to implement strategies to protect the community and employees while maintaining essential levels of service to the public.

City Emergency Orders

As part of the City of Capitola's response to the COVID-19 pandemic, City Manager Goldstein, acting as the City's Director of Emergency Services, issued six emergency orders in 2020. Of the six, only Emergency Order 6-2020, which closed Capitola Beach for Labor Day weekend, clearly "expired". Three of the orders, Emergency Orders 2-2020, 3-2020, and 4-2020 (which allow for curbside pickup, outdoor dining, and fines for not wearing facial coverings, respectively) remain in effect now and for the foreseeable future. The two other orders have not technically expired but are not being currently enforced due to specific Council action or subsequent County Health Orders.

Emergency Order 1-2020 was issued on April 2 and ratified by City Council with Resolution No. 4170 on April 9, 2020. The order limits the allowed parking time in Capitola Village, closes the Upper and Lower Pacific Cove Parking Lots to the public, and prohibits shade structures on Capitola Beach. On May 28, 2020, Council included the removal of said parking restrictions during the same motion that directed staff to allow for outdoor dining activities in Capitola Village. The prohibition of shade structures on Capitola Beach was not addressed.

Emergency Order 2-2020 was issued on April 16 and ratified by City Council with Resolution No 4172 on April 23, 2020. The order closes McGregor Park and Skatepark, an action taken to remain consistent with other Santa Cruz County Cities that closed their skateparks. Around the time Santa Cruz County Health issued the June 25 health order removing Countywide beach restrictions, the City of Capitola opened all parks to the public, including McGregor Park and Skatepark.

To provide clarification and bring our records up to date with current health orders and best practices, Staff recommends the adoption of the proposed resolution ratifying attached Emergency Order 1-2021. Emergency Order 1-2021 officially rescinds Emergency Orders 1-2020 and 2-2020, as they are no longer necessary within the City of Capitola.

If major changes occur between the date of agenda publication and the City Council meeting, further updates on the regional and local coronavirus response can be provided in a verbal report at the meeting.

<u>FISCAL IMPACT</u>: Fiscal impacts from the pandemic have been accounted for in the updated FY 20/21 Budget. Those impacts are being reviewed on a quarterly basis by the City Council. In addition, the City Council has set aside \$600,000 to help ensure the City has available resources should the pandemic result in further unforeseen impacts. The next scheduled budget review is an item on this agenda.

Report Prepared By: Chloe Woodmansee

City Clerk

COVID-19 Emergency- Update 21 & Emergency Order March 11, 2021

Reviewed and Forwarded by:



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 11, 2021

FROM: City Manager Department

SUBJECT: Recreation Report and Update on Summer 2021 Programs

<u>RECOMMENDED ACTION:</u> Receive report regarding recent Recreation Division activity and planned summer programs, including the new proposed Capitola Family Camp.

<u>BACKGROUND</u>: Typically, the City provides a class programs out of Jade Street Community Center on a variety of topics, including fitness and arts, which primarily served adults and seniors. Seasonally the City provides a Junior Guard program to 1,000 participants, Camp Capitola to 550 participants, and in partnership with Soquel Union Elementary School District (SUESD) an afterschool program located at New Brighton Middle School. In FY19/20, Recreation planned new opportunities for the community with Food Truck events and Winter Movies at the Community Center. In March of 2020, the City's Recreation Division made significant modifications to programs offered due to the COVID-19 pandemic.

<u>DISCUSSION</u>: With the onset of the pandemic, many community services were interrupted, however the Recreation Division adapted quickly. In April of 2020, the City offered online classes as an alternative to in-person classes. Staff time was allocated to phone support for participants who were challenged by the Zoom platform, and to create a virtual community center experience. Currently the online class program provides to more than 240 participants monthly.

In the summer of 2020, the City provided modified Junior Guard and Camp Capitola programs which conformed to COVID-19 guidance and served nearly 600 participants. The City's Junior Guard program was one only six programs in the State that successfully operated a modified inperson program.

As the 2020 school year approached, the City partnered with Soquel Union Elementary School District (SUESD) and Shorelife Community Church to offer Out-of-School Time (OST) program, a distance learning support and recreation activity program. OST operates five stable groups (pods) to SUESD students. In September of 2020, the City entered a partnership with Santa Cruz County Parks to access additional funding and provide a more affordable fee to families enrolled in OST.

In partnership with Capitola-Soquel Chamber of Commerce, the City hosted a Halloween Car Cruise. The Halloween Cruise offered a COVID safe alternative to more traditional Halloween events, encouraging families to decorate their car and join a cruise led by the Capitola Police Department. The cruise started at the Capitola Mall and ended at Jade Street Community Center where participants received a trick or treat bag for each child.

Summer 2021 Recreation Update March 11, 2021

One of the consistent challenges in providing recreation service to the community during the pandemic is the short decision timelines required by the frequently changing COVID guidance. The Division recently completed an art contest offered in partnership with the Capitola Art and Cultural Commission titled "Reflections of 2020". The first phase of this contest was conducted via digital gallery, and division winners were chosen by judges. The second phase was a socially distanced public display, with a viewing held on March 6, 2021. The public voted for the overall "best in show" from each division's top-place art piece. The art contest's second phase was postponed due to the Regional Stay-Home Order. The City will also host a COVID safe Easter event in partnership with the Capitola-Soquel Chamber of Commerce. The City will also host a COVID safe Easter event in partnership with the Capitola-Soquel Chamber of Commerce.

During Summer 2021 the City will again offer a modified program model for Junior Guards and Camp Capitola. While Staff is hopeful that some restrictions will lessen as we get closer to the summer months, the City is prepared to offer programs that adhere to existing COVID guidance. Junior Guards will again operate in two-week sessions to provide for as many participants as possible. This summer, there will be morning and afternoon options thereby doubling the capacity provided last summer. Camp Capitola will operate as it did last summer, providing a full day camp program.

Also for this summer, Staff proposes a new COVID-safe City of Capitola Family Camp. Family Camp would operate August 6 – August 9, 2021 at a Staff identified retreat-center about three hours away from Capitola in the foothills of the Sierras. Families will be able to book a room or cabin, with beds to accommodate up to ten people per room to serve a variety of family sizes. Food is provided by the retreat center, which operates under its own COVID-19 guidance. Safe social and community building recreation actives would be provided by Staff in accordance with COVID guidance.

This new camp can be operated consistent with COVID guidance. The necessary promotion timeline would start registration on April 15, 2021 and need the minimum number of participants for operation to register by June 21, 2021. If the minimum number of participants do not register by the deadline, then then event will be canceled and no longer included in the FY21/22 budget. Additionally, Family Camp will not operate if conditions place Santa Cruz County in the Purple Tier in August.

The conceptual fee structure for the Family Camp will allow the City to offer this program on a revenue neutral, or better basis. The specific fee schedule for Capitola Family Camp will be brought to Council for consideration at the March 25 meeting.

<u>FISCAL IMPACT</u>: Junior Guard and Camp Capitola have approved budgets for this fiscal year. A budget for Family Camp will be included in the proposed FY 21/22 Budget.

Report Prepared By: Nikki Bryant Bryant LeBlond Recreation Supervisor

Summer 2021 Recreation Update March 11, 2021

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

3/5/2021



CAPITOLA CITY COUNCIL AGENDA REPORT

MEETING OF MARCH 11, 2021

FROM: Finance Department

SUBJECT: Fiscal Year 2020-21 Mid-Year Budget Update

<u>RECOMMENDED ACTION</u>: Receive Fiscal Year 2020-21 Mid-Year Budget Update and adopt the proposed resolution amending the Fiscal Year 2020-21 Budget.

<u>BACKGROUND</u>: The Fiscal Year (FY) 2020-21 mid-year budget report provides an update on the City's financial status as of December 31, 2020 and recommends budget adjustments for FY 2020-21 that better reflect current projections.

At the on-set of the Coronavirus Pandemic (COVID-19), staff projected major declines in sales tax, transient occupancy tax (TOT), recreation, and parking revenues for the fourth quarter of FY 2019-20 and all of FY 2020-21. The projected revenue shortfall in FY 2019-20 was \$2.4 million and the shortfall in FY 2020-21 was estimated to be \$4 million. Additionally, the planned FY 2020-21 budget included \$449,000 of expenditures more than revenues, making the total FY 2020-21 budget gap approximately \$4.5 million. To close the budget gap, the City eliminated all non-essential expenditures and froze six vacant positions.

<u>DISCUSSION</u>: To date, general fund revenues during COVID-19 have performed better than originally anticipated, which appears consistent with most jurisdictions around the State. Sales tax, TOT, and parking revenues are performing better than anticipated, though revenue from recreation programs continue to lag behind projections. In addition, the City has received \$124,805 in CARES Act funding to assist with COVID-19 related expenses.

Staff originally projected a general fund balance of approximately \$151,000 for June 30, 2020; however due to better than anticipated revenue receipts during the fourth quarter of FY 2019-20, staff revised that estimate to \$679,000 in September. Additionally, City Council approved increasing the general fund revenue budget by \$445,734 and the expenditure budget by \$32,000 following a review of the ending FY 2019-20 budget vs. actual amounts. Following a review of the First Quarter FY 2020-21 budget vs. actual performance in December 2020, City Council approved a second budget amendment increasing general fund revenues by \$1.2 million and expenditures by \$767,000 to better reflect actual operations.

Now that staff has data for the first half of the fiscal year's general fund activities, staff recommends small budget amendments to the general fund; increasing sales tax revenue by \$187,500 and decreasing cannabis tax revenue by the same amount (as listed in the proposed resolution's Attachment 1). If the budget amendments are approved as presented, the estimated ending general fund balance on June 30, 2021, will be approximately \$1.45 million. It should be noted that on December 10, City Council, following the recommendation of the Finance

Advisory Committee (FAC), set aside \$600,000 in the general fund as a stabilization account to smooth out negative fiscal impacts associated with COVID-19. Those funds remain set aside within the general fund, leaving an available estimated ending fund balance of approximately \$850,000. During their meeting on February 23, the FAC briefly discussed possible uses for the set-aside \$600,000 and ultimately recommended City Council keep the funds set aside at this time.

Sales Tax:

The FY 2020-21 adopted budget included approximately \$6.3 million of sales tax revenue. Due to COVID-19, this estimate was reduced from \$8 million in the prior year, representing a reduction of \$1.7 million (or approximately 21%).

Staff had budgeted \$1,706,334 of sales tax revenue for the first quarter of FY 2020-21, which was reduced from the prior year's \$2,250,000. Actual sales tax revenue received totaled \$1,980,046 compared to \$2,024,933 in the prior year. Since sales tax revenue was basically flat compared to the prior year and approximately 16% above budget, City Council approved increasing the sales tax revenue budget by \$700,245 to roughly 10% below the prior year. This allowed the City to add some resources back to the budget while maintaining a conservative approach to deal with the ongoing fiscal impacts associated with COVID-19.

We have now received sales tax revenue through December 31, 2020 and while revenues are down approximately 5.8% from the prior year, they are about \$193,800 (5.1%) above the amended FY 2020-21 mid-year budgeted amount of \$3.8 million. This allows us to increase the sales tax revenue budget by \$187,500 or 93.25% of the prior year budgeted amount to offset the reduction to cannabis business tax revenues which is performing at about 50% of the budgeted amount through the first half of the fiscal year.

Transient Occupancy Tax (TOT):

The FY 2020-21 adopted budget included \$475,801 of TOT revenue. Due to COVID-19 this estimate was reduced from approximately \$1.6 million in the prior year, representing a shortfall of \$1.2 million or 71%.

Due to the performance of TOT revenues in the first few months following the start of the pandemic, City Council approved amending the FY 2020-21 TOT revenue budget in September to equal 50% of the originally budgeted amount in FY 2019-20. This increased the FY 2020-21 TOT revenue budget from \$475,801 to \$796,300 (an increase of \$320,929). Following the review of first quarter TOT performance, City Council approved a second budget amendment of \$351,731 bringing the total FY 2020-21 TOT revenue budget to roughly 70% of the prior year's budgeted amount.

Through the first half of FY 2020-21, the City has received a total of \$748,916 (or approximately 66%) of the amended budgeted amount of \$1,129,860. This compares to \$921,270 of TOT revenue during the same period in the prior year and represents an approximately 19% decrease. Staff is not requesting a budget amendment currently as we believe that the better than anticipated performance is due to warmer than normal weather combined with remote work and distance learning, all allowing for travel despite the pandemic. As COVID-19 vaccines are distributed to more of the population, people begin returning to work, and schools open staff does not anticipate the same influx of spontaneous visitors during warm weather periods in the spring months.

Parking Revenue:

The FY 2020-21 adopted budget included \$428,963 of parking revenue representing a 50% reduction from the prior year's budgeted amount. Actual parking revenue received in the first quarter of FY 2020-21 was approximately 20% below the same period in the prior year and at the mid-year point is roughly 18% below the prior year amounts. During the review of FY 2020-21 parking revenue performance in December 2020 the City Council approved increasing the budget by \$214,481 for a total budget of \$643,444 equal to 75% of the prior year adopted budget. Staff is not requesting a budget update as the City continues to see reduced parking revenues associated with outdoor dining parklets as well as multiple construction projects that are decreasing available parking spaces within the Village.

Recreation Fees:

The Recreation Division was able to offer modified Junior Guard and Camp Capitola programs in Summer 2020 as well as the ongoing Out-of-School Time (OST) program. City Council received a recreation report and update on summer 2021 programs earlier this evening and staff anticipates returning to Council within the next few weeks to provide an additional update to the programs, with possible budget and fee schedule amendments at that time.

Coronavirus Relief Package

The Federal Government is working on the latest COVID-19 relief package which originally included approximately \$1.86 million for the City of Capitola. The House of Representatives passed the bill on February 27. The bill must now be passed by the Senate and could be signed into law as soon as March 14. The original bill included \$130 billion for local governments; with \$65 billion allocated though the modified CDBG formula for both entitlement communities (+50k population) and non-entitlement communities (-50k population) and \$65 billion expected to be available as direct payments. The \$65 billion of direct payments have no minimum population thresholds, no deadline for spending funds, can be used for replacing lost revenue, and can be transferred between jurisdictions or to non-profit partners.

Staff has heard that the funding to cities may be reduced by \$10 billion, and allowable expenditures are still being negotiated in the Senate. Many changes could occur prior to the bill being passed into law; however, it does seem probable that the City will receive significantly more in this round of relief funding than was received from the CARES Act in 2020. The FAC discussed this proposed federal relief package and has committed to holding a special meeting for further discussion once details, such as funding amounts and allowable uses, are known.

Community Grants

Due to the significant projected revenue decreases due to COVID-19, the City Council approved the fiscal year 2020-21 budget with no funding for the Community Grant program. Staff has been working to secure other funding sources for some of the past grantees, including with the Community Development and Block Grant (CDBG) CARES Act funding.

In the past, the City of Capitola Community Grant program has funded more than thirty programs at more than twenty agencies with the general fund, and another eight programs with the dedicated Transitory Occupancy Tax Early Childhood and Youth Program (ECYP). In Fiscal Year 2019-20, the general fund expenditure for the program was approximately \$222,000 and the ECYP funding was \$28,633. Community Grantees last received a City payment in June 2020.

In February 2020, the City Council received a report from Optimal Solutions Consulting for recommendations on improving the Community Grant program. Council approved the

incremental change approach and directed staff to:

- Revise the application,
- Develop a data-driven process,
- Review the allocation and reporting,
- Align priorities and perhaps work with other funders.

Staff was in the process of revising the Community Grant funds application when the COVID-19 pandemic began. Staff has not created a detailed timeline to implement the remainder of the changes due to the uncertainty of the program. On February 25, 2021 City Council established a goal for Fiscal Year 2021-22 to complete the strategic review of the City's community grant program. Staff anticipates bringing future items to Council to begin that process.

At the February 25, 2021 City Council meeting, Councilmembers Petersen and Bertrand requested that funding for community grants for the 2020-21 Fiscal Year be brought back to Council as part of the mid-year budget for consideration.

Some prior Community Grant recipients will be funded through the CDBG CARES Act process. Round one is expected to be funded in March. The City is currently applying for Round 2 and 3. The following table includes the grant recipient and corresponding CDBG grant amount:

Activity	Subrecipient	1 st Round	2 nd Round	Total
		Award	Award	Award
Public service – Mortgage Assistance	Community Action Board	\$20,000		\$20,000
Public Service - Food	Community Bridges – Meals on Wheels / Lift Line	\$66,924	\$15,000	\$81,924
Public Service - Food	Grey Bears	\$15,750	\$15,000	\$30,750
Public Service - Food	Second Harvest Food Bank	\$37,298	\$15,000	\$52,298

On February 25, 2021, City Council directed staff to initiate the application process for an annual CDBG application. At the next City Council meeting on March 25, staff will bring a recommendation to apply for a 2021 CDBG grant for three public service activities with Second Harvest, Grey Bears, and Community Bridge (Lift Line and Meals on Wheels). Funding these same organizations and programs with either general fund or ECYP will jeopardize future allocations of CDBG funding outside of the CARES Act funding.

In addition to the CDBG awards, expected stimulus legislation at the federal level may include restricted funding for the City that potentially could be used to fund non-profits. At this time, it is not known what, if any, restrictions the expected federal stimulus funding will include. Because of these unknowns, the FAC did not recommend funding the Community Grant program for FY 2020-21 until there was a better understanding of the federal funding implications.

Taking out \$121,000 for programs anticipated for funding in the 2021 CDBG application, the remaining programs accounted for \$101,000 of the \$222,000 in FY 19/20 General Fund community grants. None of the ECYP grant recipients received CDBG CV funding.

If the Council desires to fund the Community Grant Program for FY 2020-21, staff recommends the following:

- Open the application process for programs <u>not</u> receiving CDBG funding,
- Form an ad-hoc subcommittee to review the applications,
- Direct staff to return when more information is known about the federal legislation to determine the program funding amount and source.

Additional Budget Requests:

As discussed in a separate item on this same agenda, staff requests an increase in the Capitola Housing Successor Agency expenditure budget by \$10,150 for Consulting Services - Housing Program Administration.

Additionally, on January 13, 2021 Capitola was awarded grant funding as part of the Community Development Block Grant – Coronavirus Round 1 (CDBG-CV1) grant which the City Council authorized acceptance of at the time the grant application was submitted.

Amount	Expenditure	Account Number
\$ 10,150	CS-Plng &Hsg Grant Admin Consultant	5552-00-00-000-4345.202
\$ 20,000	Emergency Mortgage Assistance - CAB	1351-00-00-000-4350.xxx
\$ 66,924	Food Assistance (Program Income) – Meals on Wheels	1351-00-00-000-4350.xxx
\$ 37,298	Second Harvest Food Bank	1351-00-00-000-4350.xxx
\$ 15,750	Grey Bears Healthy Food	1351-00-00-000-4350.xxx
\$ 28,669	Grant Administration – Paul Ashby	1351-00-00-000-4345.202

<u>FISCAL IMPACT</u>: If approved, these requested budget amendments as presented will not impact the overall general fund budget or projected FY 2020-21 ending general fund balance, however they will provide a better reflection of current general fund operations and projections. If the City Council approves funding the Community Grant program at this time the majority of that funding will come from the general fund and reduce the June 30, 2021 estimated fund balance amount.

The Housing Successor Agency Fund expenditure budget will be increased by \$10,150 which currently has a balance of approximately \$233,334 with \$52,000 of approved expenditures for the remainder of the fiscal year. The Community Development Block Grant Program Income expenditure budget will be increase by \$168,641 which includes the utilization of \$80,633 of the current \$89,300 unencumbered fund balance.

ATTACHMENTS:

- 1. !2nd. Qtr Budget Amendment Reso
- 2. !2nd Qtr 2021 MYE Summary of Changes

Report Prepared By: Jim Malberg

Finance Director

Reviewed and Forwarded by:

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AMENDING THE 2020/2021 FISCAL YEAR CITY BUDGET AND CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, it is necessary to adopt the 2020/2021 Fiscal Year Budget for all City funds and Capital Improvement Program; and

WHEREAS, the City Council conducted budget study sessions, heard and considered public comments, had modified and proposed a budget accordingly, and on June 11, 2020 adopted such budget for the Fiscal Year July 1, 2020, through June 30, 2021; and

WHEREAS, since the adoption of the budget the City has received CARES Act funding in addition to revenue greater than anticipated, and on September 24, 2020 amended the Fiscal Year 2020/2021 budget to reflect those revised projections; and

WHEREAS, since the adoption of the budget the City has continued to receive revenue greater than anticipated, and on December 10, 2020 amended the Fiscal Year 2020/2021 budget for a second time to reflect those revised projections more accurately; and

WEHREAS, the City has now received revenue data for the first half of FY 2020-21 indicating that sales tax continues to outpace current projections while cannabis business tax is only performing at fifty percent of projections. All other general fund revenues are performing close to the amended budget projections; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Capitola that the 2020/2021 Fiscal Year Budget is hereby amended as detailed in Exhibit A MYE Summary of Changes; and

BE IT FURTHER RESOLVED that the Finance Director is directed to enter the budget into the City's accounting records in accordance with appropriate accounting practices, and the City Manager, with the Finance Director's assistance, shall ensure compliance therewith.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 11th day of March 2021, by the following vote:

AYES: NOES: ABSENT: ABSTAIN:	
	, Mayor
ATTEST:	
Chloe Woodmansee City Clerk	

MYE - Summary of Changes					
General Fund					
Incr / (Decr.)\$		Fund	Account	Purpose	
				Revenue	
\$ 187,500		1000-00-00-000	3130.xxx	Sales Tax	
\$ (187,500)		1000-00-00-000	3145.000	Cannabis Retail Tax	
\$ - Net increase in revenues			ues		
Other Funds					
				Expenditures	
\$ 10,150		5552-00-00-000	4345.202	CS-Plng & Hsg Grant Admin Consulting	
\$ 20,000		1351-00-00-000	4350.xxx	Emergency Mortgage Assistance - CAB	
\$ 66,924		1351-00-00-000	4350.xxx	Food Asistance (Program Income Only) - Meals on Wheels / Liftline	
\$ 37,298		1351-00-00-000	4350.xxx	Second Harvest Food Bank	
\$ 15,750		1351-00-00-000	4350.xxx	Grey Bears Healthy Food	
\$ 28,669		1351-00-00-000	4345.202	Grant Administration - Paul Ashby	
\$ 178,791					